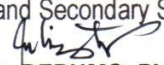


Division Memorandum  
No. 38, s. 2019

TO: Public Schools District Supervisor/District In-charge  
Elementary and Secondary School Heads

FROM:   
MARILOU B. DEDUMO, PhD, CESO V  
Schools Division Superintendent

DATE: January 21, 2019

SUBJECT: COMMENCEMENT OF EARLY REGISTRATION FOR KINDERGARTEN TO GRADE  
12 LEARNERS FOR SCHOOL YEAR 2019-2020

1. Pursuant to DepEd Order No. 25, s. 2018 entitled, Implementing Guidelines on the DepEd School Calendar for School Year 2018-2019, this office hereby informs the field of the commencement of Early Registration for Kindergarten to Grade 12 on January 26, 2019 in all public elementary and secondary schools for SY 2019-2020 to ensure maximum inclusive participation of learners and completion of the basic education cycle.
2. The early registration per DepEd Order No. 3, s. 2018 covers incoming Kinder, Grade 1, Grade 7 and Grade 11 learners in public schools. It shall be conducted from January 26 to February 22, 2019. It should be noted that incoming Grades 2-6, Grades 8-10 and Grade 12 learners are considered pre-registered, thus there is no need for these students to participate in the early registration except for transferees –in and those who are no longer in school but interested in going back to school.
3. The objectives of the early registration are:
  - a. Ensure all new entrants for Kindergarten, Grades 1, 7 and 11 learners are registered;
  - b. Locate, identify and register OSC and OSY in the community who may be characterized as:
    - Living with disability/ies
    - Living in off-grid community
    - Living in a barangay without a school
    - Living in a geographically isolated area
    - Displaced due to natural disaster
    - Living in an armed conflict area
    - Living in an area with high level of criminality/ drug abuse
    - Having chronic illness
    - Having nutritional problem/s
    - Victim of child abuse, economic exploitation
    - Stateless/ undocumented
    - No longer in school but interested in going back to school
  - c. Understand the barriers to access to education, identify local interventions and ensure that they do not drop out.



4. In view of the conduct of the early registration, all elementary and secondary school heads shall undertake activities such as the following:
  - a. Conduct house-to-house campaigns
  - b. Post materials such as tarpaulin, banners or brochures
  - c. Post on social media (Facebook, Instagram, etc)
  - d. Secure radio/ television broadcast and advertisement
5. Elementary and secondary public school officials shall designate Early Registration Desks of Registration Centers in the school premises and individuals who will handle the registration. Registrants for the month-long early registration shall be reported in the Learners Information System (LIS) Early Registration Report using the LIS site, [lis.deped.gov.ph](http://lis.deped.gov.ph).
6. The Public Schools District Supervisors together with the District Planning Officers shall conduct a district monitoring and shall accomplish Early Registration 2019 Forms 2A, 2B, 3A and 3B to ensure that the early registration period activities shall reach a wide coverage of implementation to guarantee that the most number of registrants will come out to register. Submission of the District Consolidated Report will be on February 23, 2019 and shall be submitted to [ucille.galvez@deped.gov.ph](mailto:ucille.galvez@deped.gov.ph). For more information, you may contact the Division Planning Officer Designate through her mobile number, 0948 867 1854.
7. Widest dissemination of this memorandum is highly recommended.



Enclosure No. 2

Sample tarpaulin



CALLING ALL KINDERGARTEN, GRADES 1, 7, AND 11 LEARNERS!

The **EARLY REGISTRATION**  
for School Year 2019-2020 is from  
**26 January to 22 February 2019**

For more information, refer to DepEd Order No. 3, s. 2018

DepED [deped.gov.ph](http://deped.gov.ph) Department of Education - Philippines DepEd\_PH Tayo