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DIVISION MEMORANDUM

No. 13, s. 2017

To: School Governance & Operations Division
Curriculum Implementation Division
Education Program Supervisors
District Supervisors
Public Elementary & Secondary School Heads

Subject: **EARLY REGISTRATION FOR ALL PUBLIC SCHOOLS FOR SCHOOL YEAR 2017-2018**

Date: January 25, 2017

1. Pursuant to DepEd Regional Memorandum No. 2, s. 2017, this Office enjoins all public elementary and secondary schools to conduct **Early Registration** from January 28, 2017 to February 24, 2017 to attain maximum participation in the Kindergarten to Grade 12 come School Year 2017-2018.
2. The following are the objectives of the Early Registration:
 - a. To ensure that all 5-year old children are enrolled in Kindergarten;
 - b. To locate, identify and enroll out of school children and youth who may belong to the following:
 - i. Children and youth in remote locations,
 - ii. Children and youth in difficult circumstances,
 - iii. Children and youth who belong to disadvantaged groups or who suffer from discrimination,
 - iv. Children and youth with disabilities or in need of special education;
 - v. Children and youth who have dropped out but would like to go back to school.
 - c. To understand the barriers to access to education and identify local interventions to bring them to school and ensure that they do not drop out.
3. Schools are urged to come up with various activities such as house-to-house campaigns or meeting with local and barangay officials and civic organizations to help and locate children who should be in schools. All activities pertaining to early registration shall be documented and be posted in the social networking sites (such as Facebook, Instagram, Twitter). It is advised that the Division SGOD Chief, CID Chief and Planning Officer shall be tagged in the photos uploaded for immediate access, reporting and feedback.
4. For the detailed provisions on activities in support to Early Registration and the Registration Process and the Forms to be filled up, the School Heads may refer/download Regional Memorandum No. 2, s. 2017, DepEd Order No. 5, s. 2016 and DepEd Order No. 2, s. 2014. The accomplished forms shall be submitted at the Division Planning Office on or before February 20, 2017.
5. SGOD and CID Personnel including District Supervisors shall support school campaigns and monitor the implementation of specific activities in the registration process. District Supervisors shall serve as Monitoring Team Leader in their respective districts. Monitors shall secure a Certificate of Appearance to every school that they will visit. A monitoring tool (see attached enclosure) shall be utilized by Division Officials to be submitted on or before February 13, 2017 to SGOD Chief ES Colita E. Pepito, EdD. The list of monitors is in the attached enclosure.
6. Immediate and wide dissemination of this Memorandum is desired.


RANDOLPH B. TORTOLA, CESO VI
Schools Division Superintendent

DIVISION MONITORS FOR THE 2017 EARLY REGISTRATION

RANDOLPH B. TORTOLA, CESO VI – Schools Division Superintendent
Over-all Chairman

OLGA C. ALONSABE, PhD – Assistant Schools Division Superintendent
Co-Chairperson

COLITA E. PEPITO, EdD – Chief Education Supervisor, SGOD
Co-Chairperson

ALICIA E. ANGHAY, PhD – Chief Education Supervisor, CID
Co-Chairperson

DISTRICT	OFFICIAL MONITORS
East I (Elem. & Sec.)	PSDS Ernesto G. Perez, PhD; EPSvr Levi M. Coronel, PhD; Engr. Lyndon Ver G. Inding; PDO Wintraph L. Fernando; EPS II Michael John R. Daub
East II (Elem. & Sec.)	PSDS Mary Ann P. Cornelia, PhD; EPSvr Blair D. Castillon; EPS II Ruth C. Sabac, EdD; EPS II Braindol O. Abad
North I (Elem. & Sec.)	PSDS Nida Q. Solijon, PhD; EPSvr Lucianne M. Ramirez, EdD; SEPS Roberto D. Napere Jr., PhD; PDO Andrew B. Abragan
North II (Elem. & Sec.)	PSDS Irene B. Rondez, PhD; EPSvr Sherlita L. Daguisonan, PhD; SEPS Omar Q. Hussein; EPS II Reyno B. Almonia
North III (Elem. & Sec.)	PSDS Guillermo L. Fuentes; EPSvr Rosemarie T. Macesar, PhD; EPS II Erlinda N. Basmayor, PhD
South I (Elem. & Sec.)	PSDS Jose S. Bagunas; EPSvr Exquil Bryan P. Aron; SEPS Roberto L. Dechos Jr., PhD; German B. Gordove Jr., RN
South II (Elem. & Sec.)	PSDS Aida Q. Canoy, EdD; EPSvr Virginia N. Nadayag; Jonas S. Palma, RN
West I (Elem. & Sec.)	PSDS Lino V. Bonggot; EPSvr Henry B. Abueva; PO Zuset B. Lawas; Ma. Corazon T. Limbo, RN; Bethoven Perez
West II (Elem. & Sec.)	PSDS Reubert L. Dechos; PhD; EPSvr Engr. Ann Q. Solijon; Lianne Dannielle R. Florin, RN
Central (Elem. & Sec.)	PSDS Amelita M. Laforteza, EdD; Juliet S. Timbang, EdD; Swen D. Ege, RN; Brenda E. Lapinig, RN

**2017 EARLY REGISTRATION FOR PUBLIC SCHOOLS
MONITORING TOOL**

School: _____ District: _____
 School Head: _____ District Supervisor: _____

A. Tentative Enrolment (as of January 28, 2017)

ELEMENTARY LEVEL	Tentative Enrolment		
	Male	Female	TOTAL
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
TOTAL			

HIGH SCHOOL LEVEL	Tentative Enrolment		
	Male	Female	TOTAL
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			
TOTAL			

Special Education	Tentative Enrolment		
	Male	Female	TOTAL

Alternative Learning System	Tentative Enrolment		
	Male	Female	TOTAL

B. Monitoring & Evaluation (please put a check mark (✓) on an indicator asking for Evident or Not Evident)

Indicators	Evident	Not Evident	Remarks
I. School Services			
1. School Advocacy Campaign Information dissemination strategies (print, radio, social networking sites among others)			
2. Participation of Stakeholders Consultative Meeting/Dialogue with Local/Barangay Officials, SGC, GPTA, NGOs and SPG/SSG officers			
3. Child or Youth Find Activities Family Mapping, Home Visits/Street Visits to the Target Enrollees			
4. Planning and Implementation of the Early Registration Conducted Meetings/Dialogue Committees for Early Registration Registration Forms			
5. Registration Center (RC) By Grade Level For Out-of-School Children/Youths For Children/Youths with Disability			
II. Issues/Concerns and Recommendations/Solutions Encountered/Gathered During the Early Registration			
Issues/Concerns	Recommendations/Solutions		
III. School's Best Practice/s on Early Registration			

Name and Signature of Monitoring Official _____

Name and Signature of School Head _____

Date Accomplished: _____