



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**

(12)/26

26 January 2024


**DIVISION MEMORANDUM**  
 CID-2024-012

**EARLY REGISTRATION FOR SCHOOL YEAR 2024-2025**

TO : OIC – Asst. Schools Division Superintendent  
 Chief Education Supervisors – SGOD & CID  
 Unit Heads  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned

1. Pursuant to Paragraph V, Enrollment Procedure of DepEd Order No. 03, s. 2018 re: “*Basic Education Enrollment Policy*”, the conduct of the **Early Registration for incoming Kindergarten, Grade 1, 7 and 11 learners in public schools** shall start on **January 27 to February 23, 2024**.
2. All schools shall be guided accordingly of the following matters:
  - a. All public elementary and secondary schools shall update or encoded daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Public elementary and secondary school use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023) to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7 and 11 learners, and other data, are properly captured.
  - b. Public elementary and secondary schools may also encode in the Early Registration Facility, the prospective enrollees for other grade levels (e.g., Grades 2-6, 8-10, and 12) based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment).

- c. Preferably, the conduct of the early registration shall be done through face-to-face transactions with the schools. However, the schools may continue to implement other options or means of collecting early registration forms.
  - d. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 20, s. 2018 (Amendment to DepEd Order No.47, s. 2016).
  - e. School Heads shall facilitate the conduct of advocacy campaigns within their respective jurisdiction to inform the general public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2024-2025, by posting relevant materials in conspicuous places and making announcements in local televisions and radio broadcasting stations.
  - f. Private schools are encouraged to conduct their respective early registration activities within the same period.
3. For queries and other information please contact the Planning Officer III at (042) 785-0247.
4. Immediate dissemination of this Memorandum is desired.

  
**SUSAN DL. ORIBIANA**  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
PLANNING SERVICE

Office of the Director

**MEMORANDUM**

**FOR: MINISTER, BASIC, HIGHER AND TECHNICAL  
EDUCATION, BARMM  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
DIVISION PLANNING OFFICERS  
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY  
SCHOOL HEADS  
ALL OTHERS CONCERNED**

**FROM: NOLASCO A. MEMPIN**  
Undersecretary for Administration

**NOEL T. BALUYAN**  
Assistant Secretary for Administration  
Officer-in-Charge  
Planning Service

**SUBJECT: EARLY REGISTRATION FOR SCHOOL-YEAR 2024-2025**

**DATE: 22 January 2024**

Pursuant to Paragraph V, Enrollment Procedure of DepEd Order (DO) No. 03, s. 2018 titled "Basic Education Enrollment Policy," the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7 and 11 learners in public schools shall start from the last Saturday of January to the last Friday of February of each year.

Consistent with the abovementioned provisions, the Department announces that the Early Registration for School Year 2024-2025 shall start on 27 January 2024 to 23 February 2024. Likewise all public elementary and secondary schools shall be guided accordingly of the following matters:

1. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023) to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners, and other data, are properly captured.



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2. Public elementary and secondary schools may also encode in the Early Registration facility, the prospective enrollees for other grade levels (e.g., Grades 2-6, 8-10, and 12) based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment.
3. Preferably, the conduct of the early registration shall be done through face to face transactions with the schools. However, the schools may continue to implement other options or means of collecting early registration forms.
4. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
5. Schools division superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2024-2025, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.

Lastly, private schools are encouraged to conduct their respective early registration activities within the same period.

For more information, please contact the **Planning Service-Education Management Information System Division**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).

SUBAN D.L. ORIBIANA  
Schools Division Superintendent