



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



22 Jan 2025

**DIVISION MEMORANDUM**

No. 027, s. 2025

**MONITORING FOR EARLY REGISTRATION ACTIVITIES 2025**

**TO:** OIC – Asst. Schools Division Superintendent  
Chief Education Supervisors – SGOD & CID  
Elementary And Secondary School Heads  
Public Schools District Supervisors  
All Others Concerned

1. In line with the Schools Division Office of Lucena City's commitment to delivering quality basic education services and pursuant to DepEd Order No. 09, s. 2024, titled *"Implementing Guidelines on the School Calendar and Activities for the School Year 2024–2025,"* this Office will oversee the conduct of Early Registration from **January 25, 2025, to February 15, 2025.**
2. Each school will be monitored at least once by an assigned monitoring team (refer to Annex 1 for the list of teams). The attached monitoring tool (Annex B) shall be utilized during the school visits to ensure consistency in documentation and reporting.
3. Monitoring officials participating in the Early Registration on **Saturday, January 25, 2025,** shall be entitled to **One (1) Compensatory Time Off (CTO)** in accordance with Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004, titled *"Non-Monetary Remuneration for Overtime Service Rendered."*
4. Monitoring officials are required to submit their reports using the **online version** of the monitoring tool via the link: **<https://tinyurl.com/LUCENA-EARLYREG-2025>** on or before February 15, 2025 (only one (1) answer per school).
5. For further queries and clarification, you may contact School Management Monitoring and Evaluation - Pascual C. La Rosa Jr., SEPS, SMME and Karen Jane P. Montero, EPS – II, SMME at SGOD Telephone No. (042) 421-4161 Local 234.
6. Immediate dissemination of this Memorandum is desired.

**SUSAN DL. ORIBIANA**

Schools Division Superintendent

SGOD/SMME / PJ /  
(SGO-2025-009) / 01/22/2025

MONITORING FOR EARLY REGISTRATION ACTIVITIES 2025



**Address:** Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang. Iyam, Lucena City  
**Contact Nos.:** (042) 421-4161/421-4162/421-5137  
**Email Address:** lucena.city@deped.gov.ph  
**Website:** depedlucena.com



**ANNEX 1: Division Field Technical Assistance Composite Teammates (DFTACTs)**

<b>SOUTH DISTRICT</b>			
	<b>TEAM 1</b>	<b>Assignment</b>	<b>Position/ Designation</b>
1	Rowela M. Caperina	Team Leader	EPS
2	Joey L. Jader	Asst. Team Leader	EPS
3	Patrick Miguel D. Palacio	Member	Nurse II
4	Sheila Mae A. Ursolino	Member	Dentist II
5	Milagros Lindain	Member	PSDS
6	Marck Andro E. Bernabe	Member	Planning Officer
7	Pascual C. La Rosa Jr.	Member	SEPS, SMME
8	Pablito Alay	Member	PSDS
9	Maria Chrisandra Eloj E. Quiroz	Member	Admin Aide VI
10	Maria Katherine A. Panganiban	Member	Budget Officer
11	Noel Rey T. Estuita	Member	PDO

<b>WEST DISTRICT</b>			
	<b>TEAM 2</b>	<b>Assignment</b>	<b>Position/ Designation</b>
1	Dexter M. Valle	Team Leader	EPS
2	Erwin Abrencillo	Asst. Team Leader	EPS
3	Carlo Joseph V. Castillo	Member	Nurse II
4	Engr. Joam Alcantara	Member	Engineer
5	Sorina Gloria	Member	PSDS
6	Mylene Dapol	Member	EPS-II, ALS
7	Belen M. Andal	Member	SEPS, SMN
8	Preciosa Marie Alba	Member	PDO II
9	Rolan B. Catapang	Member	SEPS, HRD
10	Jasper Martinez	Member	ADAS
11	Rhea G. Mojica	Member	Accountant III
12	Mary Eden A. Malacad	Member	Admin. Assistant I

<b>NORTH DISTRICT</b>			
	<b>TEAM 3</b>	<b>Assignment</b>	<b>Position/ Designation</b>
1	Epifania F. Carandang	Team Leader	SGOD Chief
2	Myla K. Mendiola	Asst. Team Leader	EPS
3	Karina R. Bautista	Member	EPS, SGOD
4	Modesta R. Jaurigue	Member	EPS
5	Donna L. Malasarte	Member	PDO I
6	Julie Carmel U. La Rosa	Member	Nurse II
7	Ronald Mendiola	Member	PSDS
8	Eden E. Reazo	Member	PSDS
9	Eunice D. King	Member	Admin. Assistant III
10	Floriza C. Indenible	Member	Admin. Assistant III
11	Reinalyn M. Albano	Member	Admin. Assistant III
12	Aileen R. Necio	Member	Admin. Assistant III



<b>SECONDARY SCHOOLS</b>			
	<b>TEAM 4</b>	<b>Assignment</b>	<b>Position/ Designation</b>
1	Josephine T. Natividad	Team Leader	CID Chief
2	Anicia J. Villaruel	Asst. Team Leader	EPS
3	Harvey T. Natividad	Member	Nurse II
4	Rosebelle F. Castrillo	Member	PDO-I
5	Ma. Consolacion Teñido	Member	PSDS
6	Rey Mark R. Queaño	Member	PSDS
7	Karen Jane P. Montero	Member	EPS -II SMME
8	Laiza P. Villamater	Member	EPS-II, SMN
9	Glenna M. Habito	Member	HRMO
10	Maridel S. Bibit	Member	ADAS III
11	Adrian E. Calvendra	Member	Admin Assistant
12	Aloysius Cabana	Member	Supply Officer

<b>EAST DISTRICT</b>			
	<b>TEAM 5</b>	<b>Assignment</b>	<b>Position/ Designation</b>
1	Atty. Ana Karmela Amante- Vergara	Team Leader	Legal Officer III
2	Leonora Fe M. Malabonga	Asst. Team Leader	EPS
3	Benjie C. Rivera	Member	AOV
4	Donald Valle	Member	PSDS
5	Yvan Jonas A. Tolentino	Member	Nurse II
6	Eliseo C. Ladines, Jr.	Member	EPS II ALS
7	Armida Yu Castro	Member	Dentist II
8	Cristina B. Rogelio	Member	ITO
9	Barbara Jane E. Baron	Member	EPS-II, HRD
10	Ma. Leonora T. Andojar	Member	Admin. Assistant III
11	Mirella D. Talabong	Member	Admin Assistant
12	Erwin M. Montes	Member	Records Officer





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**MONITORING TOOL FOR EARLY REGISTRATION 2025**

**School** \_\_\_\_\_  
**District** \_\_\_\_\_ **School Head** \_\_\_\_\_  
**Date of Monitoring** \_\_\_\_\_

**PART I. ENROLLMENT STATUS**

INDICATOR	YES	NO
• Enrollment status is updated in the LIS Dashboard?		

**PART II. BASIC REQUIREMENTS**

Indicators	Evident (1 point)	Not Evident (0 point)	Remarks
1. Presence of School Head during the Early Registration			
2. Presence of teaching staff and personnel to assist registrants			
3. Presence of advocacy campaigns promoting early registration			
4. Use of <b>Remote Early Registration</b> (utilization of available online platforms)			
5. <b>In-Person Early Registration</b> (Presence of Early Registration Help Desk with School Information Officer/Enrollment focal person)			
6. Early Registration Dashboard for quick accounting of data			
7. Presence of early registration drop box in barangay hall or other conspicuous spaces			
8. Presence of early registration hotlines to address inquiries from the public			
<i>Grand Total Point (Maximum of 8 points)</i>			
<i>Equivalent Rating (Total Point/8 x 100%)</i>			

**Rating Descriptions:**

91 % and above	- Full Compliant
61%-90%	- Compliant
31%-60%	- Not Compliant
0%-30%	- Fully Not Compliant





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**Agreement:**

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**Monitored:**

\_\_\_\_\_  
Signature over Printed Name  
Name Monitoring Official

**Conformed:**

\_\_\_\_\_  
Signature over Printed  
School Head

**Instruction:**

1. This tool is for official use of early registration monitoring official.
2. Each school shall be monitored during the period of early registration at least once.
3. Upon completion of the tool, it will be submitted to SGOD-SMME for consolidation.

**References:**

DepEd Order No. 09 s. 2024. (2024). Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025.

DepEd Order No. 10 s. 2023. (2023). Amendments to DepEd Order No. 3, s. 2018 (Basic Education Enrollment Policy).

DepEd Order No. 3, s. 2018. (2018). Basic Education Enrollment Policy.