



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



21 Jan 2025

**DIVISION MEMORANDUM**

No. 029, s. 2025

**EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026**

**TO:** OIC – Asst. Schools Division Superintendent  
Chief Education Supervisors – SGOD & CID  
Public and Private School Heads  
School LIS Coordinators/Focal Persons  
All Others Concerned

1. Pursuant to **DepEd Order 003, series of 2018** titled **Basic Enrollment Policy**, and as amended by **DepEd Order No. 010, series of 2023**, all public elementary and secondary schools shall conduct the early registration to make the necessary preparations and adjustments of plans for the coming **SY 2025-2026**. As indicated in **DepEd Order No. 009, s. 2024** titled **Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025**, the Early Registration for **incoming Kindergarten, Grades 1, 7, and 11** will start on the **last Saturday of January 25, 2025** until the **last Saturday of February 15, 2025**.
2. All public elementary and secondary schools shall update/encode daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Private schools are encouraged to conduct their respective early registration activities in the same timeframe. Schools shall use the print or electronic copies of the Basic Education Enrollment Form.
3. Schools are hereby directed to strictly adhere to the provisions and policies of the aforementioned DepEd Orders, including **DepEd Order No. 47, s. 2016** titled **Omnibus Policy on Kindergarten Education**, as amended by **DepEd Order No. 020, s. 2018**.
4. Monitoring of Early Registration activities shall be conducted by an assigned monitoring team, at least once per school, using the approved monitoring tool. Specific details on monitoring activities are provided in Division Memorandum No. 27, s. 2025, titled Monitoring for Early Registration Activities 2025.
5. For queries and other concerns, you may contact **Mr. Marck Andro E. Bernabe**, Planning Officer, at 09171434071, and/or **Dr. Pascual C. Larosa, Jr.**, Senior Education Program Specialist for SMME at SGOD Telephone No. (042) 421-4161 Local 234.



6. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent

  
EDENIA O. LIBRANDA

Chief Education Supervisor

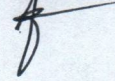
Officer-in-Charge

Office of the Assistant Schools Division Superintendent

Date: 01/24/2025

SUSAN DL. ORIBIANA

Schools Division Superintendent



References:

DepEd Order 003, series of 2018 - Basic Enrollment Policy

DepEd Order No. 010, series of 2023 - Amendments to DepEd Order No. 003, s. 2018

DepEd Order No. 009, s. 2024 - Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025

DepEd Order No. 47, s. 2016 - Omnibus Policy on Kindergarten Education

DepEd Order No. 020, s. 2018 - - Amendments to DepEd Order No. 47, s. 2016