



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

March 24, 2022

**DIVISION MEMORANDUM**

No. 204, s. 2022

**CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023**

To: All School Principals and Administrators  
Public and Private Schools  
This Division

1. This has reference to DepEd Memorandum No. 017, s.2022 entitled Conduct of the Early Registration for School Year 2022-2023 to be conducted from March 25 to April 30, 2022.
2. As stipulated in DepEd Order (DO) No. 03, s. 2018 or the Basic Education Enrollment Policy, all incoming Kindergarten, Grades 1, 7, and 11 learners in all public elementary and secondary schools shall pre-register to allow the Department to make necessary preparations and adjustment of plans for the incoming school year. Grades 2- 6, 8-10, and, 12 are considered pre-registered and will not need to participate in the early registration. Likewise, private schools are encouraged to conduct their respective early registration activities on the same timeframe.
3. Daily updating or encoding in the Early Registration facility in the Learner Information System (LIS) shall be done by every school using the school head or school administrator account. Schools shall utilize using the electronic or printed copies of Modified Basic Education Enrollment Form (see Annex 2 of DepEd Order 3, s. 2018) to ensure that the necessary information in registering incoming Kindergarten, Grades 1, 7, and all learners and other data such as preferred learning modality are obtained properly.
4. Schools will 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.
5. In the context of the prevailing COVID- 19 public health emergency, in-person registration through parents or guardians may be allowed in areas under Alert Levels 1-2 as our status provided that physical distancing and health and safety protocols are strictly observed. In case our province is under Alert Level 3 to 5, the conduct of the early registration shall be done remotely.



*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119

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DSCM-QMS-QMR-QSF-011 Rev.04 (01.31.20)



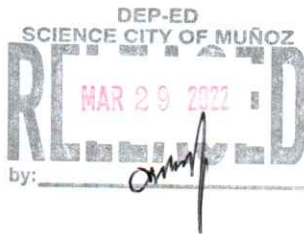
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6. School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age under DO 020, s. 2018, Amendment to DepEd Order No. 47, s.2016.
7. Schools are also required to submit the early registration work plan and accomplish the link to be provided by the Planning Officer to capture the advocacies, issues and concerns, interventions, needed resources, and plans/strategies of every schools in the implementation of the said activity.
8. For more information, please contact Marlon V. Siminig, Planning Officer III thru his email address at [marlon.siminig@deped.gov.ph](mailto:marlon.siminig@deped.gov.ph).
9. Immediate dissemination of this Memorandum is desired.

  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent



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**BASIC EDUCATION ENROLLMENT FORM**

THIS FORM IS NOT FOR SALE.

Check the appropriate box only:

School Year:    -

No LRN  With LRN  Returning (Balik-Aral)

**INSTRUCTIONS:** Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

**STUDENT INFORMATION**

PSA Birth Certificate No. \_\_\_\_\_

Learner Reference No. (LRN)

LAST NAME

FIRST NAME

MIDDLE NAME

EXTENSION NAME e.g. Jr., III (if applicable) \_\_\_\_\_

DATE OF BIRTH (Month/Day/Year)   /   /    SEX  MALE  FEMALE AGE \_\_\_\_\_

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community?  No  Yes If Yes, please specify: \_\_\_\_\_

Mother Tongue \_\_\_\_\_

**ADDRESS**

House Number and Street \_\_\_\_\_

Barangay \_\_\_\_\_

City/Municipality/Province/Country \_\_\_\_\_

Zip Code

**PARENT'S/GUARDIAN'S INFORMATION**

Father's Name (Last Name, First Name, Middle Name) \_\_\_\_\_

Mother's Maiden Name (Last Name, First Name, Middle Name) \_\_\_\_\_

Guardian's Name (Last Name, First Name, Middle Name) \_\_\_\_\_

Telephone No. \_\_\_\_\_ Cellphone No. \_\_\_\_\_

**For Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move In**

Last Grade Level Completed \_\_\_\_\_ Last School Year Completed \_\_\_\_\_

School Name \_\_\_\_\_ School ID

School Address \_\_\_\_\_

**For Learners in Senior High School**

Semester  1st Sem  2nd Sem

Track \_\_\_\_\_ Strand (if any) \_\_\_\_\_

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

For use of DepEd Personnel Only. To be filled up by the Class Adviser.

DATE OF FIRST ATTENDANCE (Month/Day/Year)   /   /

Grade Level \_\_\_\_\_ Track (for SHS) \_\_\_\_\_