



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

SCHOOLS DIVISION MEMORANDUM

May 31, 2023

No. 235, s. 2023

DAILY ENCODING OF DATA IN THE EARLY REGISTRATION FACILITY

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public and Private School Heads and SUCs
All Others Concerned

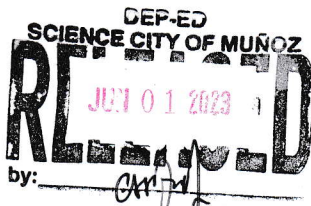
1. In pursuance of DepEd Order No. 3 series 2018 titled *Basic Education Enrollment Policy*, all public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (LIS) using the schoolhead or school administrator account. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form as hereto attached (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 until June 9, 2023.
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. Private schools are encouraged to conduct their respective early registration activities in the same timeframe
4. 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.
5. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO O2O, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
6. Immediate and wide dissemination of this Memorandum is earnestly desired.

For Schools Division Superintendent:

ERLEO T. VILLAROS, PhD

Officer-In-Charge

Office of the Assistant Schools Division Superintendent



MVS/ early registration
007/ May 31, 2023



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