



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

24 January 2025

SCHOOL DIVISION MEMORANDUM

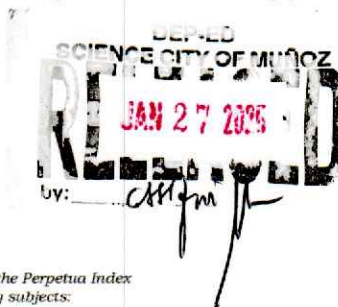
No. 037

S, 2025

**DISSEMINATION OF UNNUMBERED DEPED MEMORANDUM FROM
UNDERSECRETARY FOR STRATEGIC MANAGEMENT RE: EARLY
REGISTRATION FOR SY 2025-2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
All Public Elementary Schoolheads
All Others Concerned

1. Attached is DepEd Unnumbered Memorandum dated January 21, 2025, re: Early Registration for School Year (S.Y.) 2025-2026 for the information and guidelines. The conduct of the Early Registration for incoming Kindergarten, Grade 1, 7, and 11 learners in public schools for S.Y. 2025 – 2026 shall commence on January 25, 2025 and ends on February 15, 2025.
2. Schoolheads or LIS Coordinators shall update daily or encode the Early Registration Data in the reporting system in the Learner Information System until the system closes for early registration.
3. The Early Registration Form can be downloaded here:
https://bit.ly/2025_2026EarlyRegForm.
4. For more information please contact the Planning Officer Marlon V. Siminig through email at marlon.siminig@deped.gov.ph.
5. Please be guided accordingly.



JOHANNA N. GERVACIO PhD, CESO VI
Schools Division Superintendent

Enc: As stated

Reference:
To be indicated in the Perpetua Index
Under the following subjects:

EARLY REGISTRATION

MVS/POIII Early Registration for SY 2025-2026
January 25, 2025



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

Telephone No.: (044) 806 -2192; Email Address: munozonecity@deped.gov.ph






Republic of the Philippines
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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ



Republic of the Philippines
Department of Education

MEMORANDUM

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

FROM : 
RONALD U. MENDOZA, PhD
Undersecretary for Strategic Management 

MALCOLM S. GARMA
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

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

DATE : 21 January 2025

Pursuant with the DepEd Order No. 03, s. 2018, "Basic Education Enrollment Policy", and DO 09, s. 2024 or the "Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2024-2025", the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7, and 11 learners in public schools for **School Year 2025-2026** shall commence on **25 January 2025** and ends on **15 February 2025**.

Early registration is conducted to ensure that all new entrants for the abovementioned grade-levels are registered.

All public elementary and secondary schools shall be guided accordingly of the following matters:

1. Early registration may be done through face-to-face registration within the schools and/or implement other means of reaching out to learners and collecting early registration forms.
2. Public elementary and secondary schools shall use the printed or electric copy of the Basic Education Early Registration Form to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners are properly captured. A copy of the said Form is attached as Annex 1 to this memorandum and can be downloaded here:
https://bit.ly/SY2025_2026EarlyRegForm.

Room 508, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
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3. Daily reporting of the school's early registration data in the Learner Information System (LIS) - Early Registration facility shall be done using the School Head or School Administrator account.
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 shall also intensify the conduct of child-mapping or house-to-house activities to encourage parents/guardians to register school-aged children and Out-of-School Children and Youth (OSCY) in the communities.
6. Schools Division Superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage parents/guardians of prospective learners to participate in the Early Registration for SY 2025-2026.

For more information, please contact the **Policy and Planning Service – Education Management Information System Division (PPS-EMISD)** through email at ps.emisd@deped.gov.ph, or you may visit them on 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City.

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	BASIC EDUCATION EARLY REGISTRATION FORM <small>THIS FORM IS NOT FOR SALE</small>	As of 01/15/2025
<p><i>Instructions: Print legibly all information required in CAPITAL letters and check all appropriate boxes. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.</i></p>		
1. School Year <input type="text"/> - <input type="text"/> 2. Grade Level to Enroll: <input type="text"/>		Learner Reference No. (LRN), if applicable: <input type="text"/>
3. Learner's Personal Information		
Learner's Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)</small>		
Birthdate (mm/dd/yyyy): <input type="text"/> / <input type="text"/> / <input type="text"/> Age: <input type="text"/> Sex: <input type="text"/> Male <input type="text"/> Female Religion: <input type="text"/>		
Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? <input type="text"/> No <input type="text"/> If yes, please specify: _____		
Is the learner a person with disability (PWD)? <input type="text"/> No <input type="text"/> If yes, please specify: _____		
Current Address: _____ <small>House No. Sitio/Street Barangay Municipality/City Province</small>		
Father's Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)</small>		
Mother's Maiden Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)</small>		
Legal Guardian's Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)</small>		
Contact Number: _____ <small>(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)</small>		
<p>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 for the early registration data collection. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.</p>		
_____ Signature Over Printed Name of Parent/Guardian		_____ Date

	BASIC EDUCATION EARLY REGISTRATION FORM <small>THIS FORM IS NOT FOR SALE</small>	As of 01/15/2025
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_____ Signature Over Printed Name of Parent/Guardian		_____ Date



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**MAGPATALA NA PARA SA
EARLY REGISTRATION NG SY 2025-2026!**

✓ Kindergarten
✓ Grade 1

✓ Grade 7
✓ Grade 11

Makipag-ugnayan sa inyong dati o
napiling paaralan para sa Early Registration.

January 25 - February 15, 2025

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FREQUENTLY ASKED QUESTIONS



**EARLY REGISTRATION
FOR SY 2025-2026**



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FREQUENTLY ASKED QUESTIONS
EARLY REGISTRATION FOR SY 2025-2026

2 Sino-sino ang mga dapat magpatala para sa early registration?

Dapat ipatala sa early registration ang mga mag-aaral na papasok sa Kindergarten, Grades 1, 7, at 11 para sa School Year 2025–2026.



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FREQUENTLY ASKED QUESTIONS
EARLY REGISTRATION FOR SY 2025-2026

1 Kailan magsisimula ang early registration para sa mga pampublikong paaralan?

Sisimulan ang early registration para sa mga pampublikong paaralan mula Enero 25, 2025 hanggang Pebrero 15, 2025.



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FREQUENTLY ASKED QUESTIONS
EARLY REGISTRATION FOR SY 2025-2026

3 **Bakit mahalaga ang early registration?**

Makakatulong ang early registration upang malaman ng mga paaralan ang bilang ng mga inaasahang mag-aaral sa darating na pasukan at maplano kung sapat ang kanilang resources.



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FREQUENTLY ASKED QUESTIONS
EARLY REGISTRATION FOR SY 2025-2026

4 Paano magpatala para sa early registration?

Maaaring pumunta ang magulang o guardian sa paaralan upang maipatala sa early registration ang mag-aaral.

Sagutan at ipasa ang Basic Education Early Registration Form (Revised as of February 12, 2024) upang makuha ng paaralan ang mahahalagang impormasyon ng mag-aaral.

Para sa iba pang detalye at requirements sa early registration, makipag-ugnayan lamang sa paaralan.



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FREQUENTLY ASKED QUESTIONS
EARLY REGISTRATION FOR SY 2025-2026

**5 Saan makakakuha ng kopya ng
Basic Education Early Registration
Form na gagamitin sa registration?**

Maaaring humingi ang mga
magulang o guardian ng kopya
ng Basic Education Early
Registration Form sa
pampublikong paaralan. Ito ay
libre sa lahat ng nais magpatala.



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FREQUENTLY ASKED QUESTIONS
EARLY REGISTRATION FOR SY 2025-2026

6 Mayroon bang cut-off age sa bawat Grade level para sa mga magpapatala?

Ang incoming KINDERGARTEN learners lamang ang may cut-off age.

Alinsunod sa DepEd Order No. 20, s. 2018, dapat ay limang (5) taon na ang mag-aaral sa Hunyo 1, 2025 hanggang Agosto 31, 2025 kung magbubukas ang taong panuruan sa Hunyo.



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FREQUENTLY ASKED QUESTIONS
EARLY REGISTRATION FOR SY 2025-2026

**7 Kabilang ba ang mga
pampribadong paaralan
sa early registration?**

Hindi required ang mga
pampribadong paaralan na
sumabay sa petsa ng early
registration ng mga pampublikong
paaralan, ngunit hinihimok ng
Kagawaran ang mga ito na
sumabay sa nasabing gawain.



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