

Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

March 22, 2022

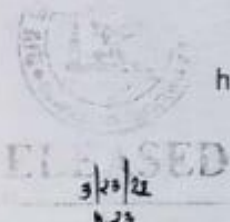
DIVISION MEMORANDUM

No. H0, s. 2022

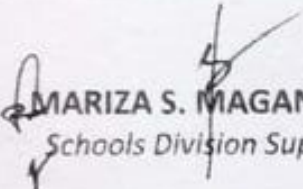
CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC SCHOOL HEADS
ALL TEAM MEMBERS OF DIVISION FIELD TECHNICAL ASSISTANCE (DFACTs)
ALL OTHERS CONCERNED

1. This Office through the Planning and Research Section of SGOD, announces the Conduct of the Early Registration for School Year 2022-2023 as stipulated in the DepEd Memorandum No. 017, s. 2022 released last March 21, 2022. The Early Registration shall commence on March 25 until April 30, 2022 nationwide.
2. *The objective in the conduct of this activity is pursuant to DepEd Order No. 03, s. 2018 or the Basic Education Enrollment Policy, all incoming Kindergarten, Grades 1, 7, & 11 learners in all public elementary and secondary schools shall pre-register for our Department to plan, prepare, and do necessary adjustments in the coming new School Year 2022-2023, while Grades 2-6; 8-10, and 12 are considered pre-registered and will not need to participate in the early registration. Private schools are encouraged to conduct their respective early registration activities on the same timeframe.*
3. All schools shall undertake the following activities:
 - a. Create a School Early Registration Composite Team;
 - b. Conduct an advocacy & information caravan activities relative to the SY 2022-2023 Early Registration;
 - c. Provide Early Registration Kiosk in the feeder/ target communities to accommodate stakeholders outside the school;
 - d. Facilitate the early registration activities to our priority/target grade levels;
 - e. The school shall utilize the Modified Basic Education Enrollment Form (electronic or printed copies) to ensure that the necessary information in registering incoming Kindergarten, Grades 1, 7, & 11 learners and other data such as preferred learning modality are obtained properly;
 - f. Daily encoding/updating in the Early Registration in our LIS Facility using the School Head account or School administrator's account.
 - g. Schools may also encode in the early registration LIS facility the prospective enrollees for other grade levels such as Grade 2-6; 8-10, and 12 based on the previous school year enrollment to determine the overall picture of the expected enrollees for the incoming enrollment schedule.
 - h. Furnish the School Division Office through the Planning & Research Section the Early Registration Progress Data twice a week (Monday & Thursday) through a google form link that shall deployed by the Office on Monday, March 28, 2022.



4. Tacloban City is under alert level 1 since March 16, until March 31, 2022. Hence, all schools and stakeholders are constantly being reminded to observe the IATF and LGU guidelines and protocols set to curb the raging COVID-19 infection.
5. **Monitoring of the conduct of this activity** shall be assigned to the 10 District Field Technical Assistance Composite Teams as articulated in Division Memoranda No.106 & 104, s. 2022.
6. For relevant queries, all concerned may contact **ANGELO V. ALCARAZ**, Planning Officer III 09675081925; **JADE B. CALLEJA**, SEPS-Planning & Research 09773512054; **DR. NILO M. EDER**, PSDS, Division Information Officer 09171175060.
7. Expenses incurred in the conduct of this activity shall be charged to Local Funds subject to accounting and auditing procedures.
8. Immediate dissemination of and compliance with this Memorandum are desired.


MARIZA S. MAGAN, EdD, CESO V
Schools Division Superintendent

Reference: *DepEd Order 03, S. 2018 & Deped Memorandum No. 17, s. 2022*

Attachment: *Modified Basic Education Enrollment Form with F2F and 4Ps Tracker*