



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

10 May 2023

DIVISION MEMORANDUM

No. 247, s.2023

CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2023-2024


TO: FUNCTIONAL DIVISION CHIEFS  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC, PRIVATE & SUCs ELEMENTARY & SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

1. Cognizant to the issuance of DepEd Order 10, s. 2023 "AMENDMENT TO DEPED ORDER NO. 03, s. 2018 (Basic Education Enrollment Policy)", thus this Office, through the Planning and Research Section of SGOD announces the conduct of Early Registration for SY 2023-2024 of the incoming Kindergarten, Grades 1, 7, and 11 learners in the public schools shall be conducted from **May 10 to June 9, 2023**, while grades 2 to 6; 8 to 10; and 12 are considered pre-registered and no need to participate in the early registration. Private Schools and SUCs are encouraged to conduct their respective early registration activities on the same time frame.
2. The Processes and Mechanics of the conduct of the early registration shall conform to the Division Memorandum No. 140, s. 2022 provision number 3, and other relevant existing policies.
3. 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.
4. For Teachers, Non-Teaching Personnel and School Administrators rendered services during weekends shall be granted maximum of 2 days service credits for teachers and compensatory time-off credits for non-teaching and school administrators if they will submit complete set of documents for the grant of service credits and compensatory time-off credits.

5. For relevant queries, all concerned may contact ANGELO V. ALCARAZ, Planning Officer III 09675081925.
6. Expenses incurred relative to the conduct of this activity shall be charged to local funds subject to procurement, accounting, and auditing rules and regulations.
7. For information, guidance, and compliance of all concerned.

  
JUDELLA RUIZ-LUMPAS EdD, CESO VI  
Schools Division Superintendent

PRS-SGDD

  
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