



January 24, 2019

DIVISION MEMORANDUM

No. 30, s. 2019

CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2019-2020

To : **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of all Public Elementary and Secondary Schools
District Planning Officers-Designate
District ICT Coordinators
All Other Concerned**

1. Pursuant to DepEd Order No. 03, 2018, entitled "BASIC EDUCATION POLICY", this office hereby informs the field of the commencement of Early Registration for Kinder to Grade 12 on January 26, 2019, in all public elementary and secondary schools for SY 2019-2020 to ensure maximum inclusive participation of all learners.
2. The early registration of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from January 26, 2019 to February 22, 2019. Incoming Grades 2-6, Grades 8-10 and Grade 12 are considered pre-registered, thus there is no need for these learners to participate except for transferees.
3. Early registration is conducted to achieve the following:
 - a. Ensure all new entrants for Kindergarten, Grade 1, 7 and 11 learners are registered; and
 - b. Locate, identify and register OSC and OSY in the community who may be characterized as:
 - * Living with disability/ies
 - * Living in an off-grid community
 - * Living in a barangay without a school
 - * Living in a geographically isolated area
 - * Displaced due to natural disaster
 - * Living in an armed conflict area
 - * Living in an area with high level of criminality/drug abuse
 - * Having chronic illness
 - * Having nutritional problem/s
 - * Victim of child abuse, economic exploitation
 - * Stateless/Undocumented
 - * In conflict with the law
 - * Living on the streets
 - * No longer in school but interested in going back to school

4. Further, school heads are advised to encode the registrants in the Learners Information System (LIS) from January 26 to February 9, 2019.
5. Each school shall designate Early Registration Desks or Registration Centers in the school premises and individuals who will handle registration.
6. All schools led by the School Heads and District Supervisors shall conduct an information dissemination, advocacy campaign activities such as tarpaulin display, signage, public announcement and meetings involving parents in the community, local officials, civic organizations and other stakeholders to raise public awareness of early registration.
7. Attached is the Division Monitoring Team who will be monitoring the conduct of the first day of 2019 Early Registration on January 26, 2019.
8. Division Monitoring Team and school heads who will serve on this activity shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and DBM Joint Circular No. 2, s. 2004, entitled "NON-MONETARY RENUMERATION OF OVERTIME SERVICE RENDERED" and to teachers, they shall be provided service credits per DO 53, S. 2003, entitled "UPDATED GUIDELINES ON GRANT OF VACATION SERVICE CREDITS TO TEACHERS AMENDED BY DO 84, S. 2003 – ADDENDUM TO DEPED ORDER NO. 53, S. 2003 (UPDATED GUIDELINES ON GRANT OF VACATION SERVICE CREDITS TO TEACHERS) DO 5, S. 2004 – ELIGIBILITY OF REMEDIAL INSTRUCTION CLASSES FOR GRANT OF VACATION SERVICE CREDITS.
7. Immediate and widest dissemination of this Memorandum is desired.


Dr. SALVADOR O. OCHAVO, Jr., CESO VI
Schools Division Superintendent

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Enclosure to Memorandum No. 90, s. 2019

2019 EARLY REGISTRATION MONITORING TEAM
January 26 – February 22, 2019

Overall Chairperson	:	Mr. Jose Niro R. Nillasca Asst. Schools Division Superintendent
Co-Chairpersons	:	Dr. Dobie P. Parohinog CID, Chief Mr. Michael T. Rapiz SGOD , Chief
Members	:	Education Program Supervisors Public Schools District Supervisors Senior Education Program Specialists Education Program Specialists II Unit/Section Heads