



Department of Education
Region VI-Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan



January 30, 2020

DIVISION MEMORANDUM

No. 34, s. 2020

MONITORING OF THE EARLY REGISTRATION SY 2020-2021

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. This is to inform the field that the Chief Education Supervisors, Education Program Supervisors, Senior/Education Program Specialists and Public Schools District Supervisors will be in full force in monitoring the activity of the Early Registration which will commence on February 1, 2020 and will end on March 06, 2020.

2. Enclosed are the reports to be accomplished and submitted:

Report	Date of Submission
Accomplished Form 1- Lists of things to be checked on February 01, 2020	February 05, 2020
Accomplished Form 2- Template on the number of early registrants : February 01, 2020 February 07, 2020 February 14, 2020 February 21, 2020 February 28, 2020 March 06, 2020	February 05, 2020 February 12, 2020 February 19, 2020 February 26, 2020 March 03, 2020 March 10, 2020
At least 2 pictures during the February 01, 2020 activity	February 05, 2020
Encoded number of early registrants in the EBEIS Early Registration	As per availability of the system

3. The following Division Personnel are assigned to monitor :

District	Personnel Assigned
1. Altavas	EPS Mary Cherry Lynn M. Dalipe & PSDS Lucita Recidoro
2. Balete	EPSt Hajji S. Tropa & PSDS John Razie Isagan
3. Banga	EPS Johann C. Cawaling & PSDS Lucita Recidoro
4. Batan	EPS Marivic I. Tolentino & PSDS Rudy Magcope
5. Buruanga	EPSt Roland F. Democrito & PSDS Jessie Flores
6. Ibajay East	EPSt Apple Gay M. Oquendo & PSDS Jude Ulysis Ruiz

7. Ibabay West	SEPs Mar Bien Gregory G. Parel, UAP & PSDS Jude Ulyssis Ruiz
8. Kalibo I	EPS Ruby Agnes B. Estrada & PSDS Arlyn Regalado
9. Kalibo II	PDO I Melky Arboleda & PSDS Arlyn Regalado
10. Lezo	EPSt June R. Patricio & PSDS Idy Pedrita
11. Libacao	EPS Ariel Z. Zubiaga & PSDS John Razie Isagan
12. Madalag	EPS Kyzil D. Lipar, PhD & PSDS Rudy Magcope
13. Makato	EPS Edselyn T. Biray, PhD & PSDS Kenneth Revister
14. Malay	EPSt Maria Theresa L. Lao & PSDS Jessie Flores
15. Malinao	EPS Ma. Corazon R. Panaligan & PSDS Marcelle Briones
16. Nabas	EPS Rebecca R. Ibarreta & PSDS Kenneth Revister
17. New Washington	EPS Marth S. Tropa & PSDS Idy Pedrita
18. Numancia	SEPS Laila L. Pamati-an & PSDS Jude Ulyssis Ruiz
19. Tangalan	PDO I Sheena Ricka Mamburam & PSDS Marcelle Briones

4. Personnel involved on the commencement activity are allowed to render service credits or compensatory time-off provided in DepEd Order No. 30, s. 2016 "Policies and Guidelines on Overtime Services and Payment in the Department of Education."

5. Transportation expenses of the monitoring team will be charged against Division MOOE funds, subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of and strict compliance with this Memorandum are enjoined.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:



JOSE NIRO R. NILLASCA

Education Program Supervisor

Officer-In-Charge

Office of the Asst. Schools Division Superintendent

Enclosures : As stated

Allotment : 1 (R.O. s. 1994)

To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION ENROLMENT PROGRAMS SCHOOLS

'May katawhayan ng kalipayan sa among mga eskuelahan.'

/MCV

FORM 1

**LIST OF THINGS TO BE CHECKED DURING THE FIRST DAY OF EARLY REGISTRATION
ACTIVITY
February 01, 2020**

Name of District

Name of School

Name of School Head

	Fully Implemented	Partly Implemented	Not Implemented
1. Early Registration Desk/Registration Center			
2. List of Early Registration Team			
3. Presence of Early Registration Team			
4. Tarpaulin and other advocacy materials			
5. Number and Lists of enrolment in Non-Graded, Kinder, Grade 1, Grade 7 and Grade 11			
6. Registration Form (Annex 2 of DO 03, 2018)			
7. Documents submitted (Birth certificate, Form 137/SF10, SF9, PEPT, A& E result and etc.)			
Issues and Concerns :			
Best Practices			

CHECKED BY :

Name of Education Program Supervisor/
Public Schools District Supervisor

Signature

Conforme :

School Head

Form 2 :

REPORT OF ENROLMENT
As of _____

Non-Graded - Male
Female
Total

Kinder Male
Female
Total

Grade 1 Male
Female
Total

Grade 7 Male
Female
Total

Grade 11 HUMMS
Male
Female
Total

GAS
Male
Female
Total

ABM
Male
Female
Total

STEM
Male
Female
Total

TVL
Male
Female
Total

SPORTS
Male
Female
Total

ARTS AND DESIGN
Male
Female
Total

TOTAL GRADE 11 _____

GRAND TOTAL _____

Submitted by :

School Head