



Republic of the Philippines  
**Department of Education**  
 REGION VI – WESTERN VISAYAS  
 SCHOOLS DIVISION OF AKLAN

January 13, 2025

**DIVISION MEMORANDUM**

No. 022, s. 2025

**EARLY REGISTRATION FOR THE SCHOOL YEAR 2025-2026**

**To: OIC, Office of the Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Principals/Head Teacher In-Charge of the District  
 School Heads of Public and Private Elementary, Secondary,  
 and Integrated Schools  
 All Others Concerned**

1. Consistent with DO 009, 2024 titled, “Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025,” the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7 and 11 learners in public schools shall start on January 25, 2025 to February 15, 2025.

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

2.1 All public elementary and secondary schools shall submit the daily report of Early Registrants in the link provided. Public elementary and secondary schools shall use the print or electronic copies of Basic Education Enrollment Form (Revised as of February 12, 2024, Inclosure No. 1 of DO 32, 2024) to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7 and 11 learners and other data are properly captured.

3. Private schools are encouraged to conduct their respective early registration activities within the same period and shall submit their data in this link <https://rb.gy/b37beg>.

4. To ensure smooth, orderly, and systematic early registration for SY 2025-2026, the Division Office personnel will monitor and extend technical assistance on January 25 to February 15, 2025.

5. The following Division Office Personnel with the Public Schools District Supervisors will monitor on January 25, to wit :

District	Division Personnel Assigned	PSDS/PID
All Districts	SDS Feliciano C. Buenafe, Jr. CESO VI	
All Districts	ASDS Ramon D. Paras, Jr	
Altavas	EPSt II John Rey F. Maagma	PSDS Apolonio C. Payba
Balete	EPS Mary Cherry Lynn M. Tabenilla EdD	HT – Rowena Birol – HT In-charge of the District
Banga	EPS Darren N. Naelgas PhD	PSDS Lucita P. Recidor PhD
Batan	EPS Charlie I. Ureta	PSDS Louie B. Zorolla PhD
Buruanga	PO Milgie C. Villareal	PID – Rosa R. Sualog
Ibajay East	CES- SGOD Michael T. Rapiz	PSDS Idy R. PEdrita

Población, Numancia,  
 Tel/Fax No. (265 3740 |  
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Ibajay East	CES - SGOD Michael T. Rapiz	PSDS Idy R. Pedrita
Ibajay West	EPSt II Apple Gay M. Oquendo	PSDS Idy R. Pedrita
Kalibo I	CES – CID Dobie P. Parohinog PhD	PSDS Marcelle I. Briones, PhD.
Kalibo II	SEPS Mikko Jan D. Lopez, EdD	PSDS Marcelle I. Briones, PhD.
Lezo	SEPS Mar Bien Gregory G. Parel UAP	PSDS Kenneth B. Revester
Libacao	SEPS June R. Partrico	PSDS Jude Ulysses V. Ruiz
Madalag	EPS Johann C. Cawaling	PID Wilma N. Castro
Makato	EPS Kyzil D. Lipar, PhD	PSDS Kenneth B. Revester
Malay	EPS Edselyn T. Biray, PhD	PSDS Jessie S. Flores
Malinao	EPSt II John C. Marciales	PSDS Louie B. Zorolla PhD.
Nabas	PDO Michael Angelo Garcia	PSDS Jessie S. Flores
New Washington	EPS Rebecca R. Ibarreta	PSDS Ariel B. Zubiaga
Numancia	EPS Marth S. Tropa	PSDS Joyce M. Toriaga PhD.
Tangalan	SEPS Leila L. Pamati-an	PID Mark T. Daroy

3. Involved Personnel are entitled to service credits in accordance with DepED Order no. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for overtime service rendered.
4. Travel and other expenses relative to this activity may be charged against local funds subject to usual accounting and auditing rules and regulations.
5. Enclosed for your guidance is the Monitoring and Evaluation Tool for the Early Registration.
6. Immediate and wide dissemination of this Memorandum is directed.

  
**FELICIANO C. BUENAFE JR., CESO VI**  
Schools Division Superintendent

Encl: As stated  
Reference: DO 03, s. 2018 Enrollment Policy  
DO 09, S. 2024 Implementing Guidelines on  
School Calendar and activities for SY 2024-2025

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

DATA  
REQUESTS  
ELEMENTARY  
JUNIOR HIGH SCHOOL



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GRADE 10			
GRADE 11			
GRADE 12			
<b>TENTATIVE ENROLMENT</b> As of _____	<b>Male</b>	<b>Female</b>	<b>TOTAL</b>
KINDERGARTEN			
GRADE 1			
GRADE 2			
GRADE 3			
GRADE 4			
GRADE 5			
GRADE 6			
GRADE 7			
GRADE 8			
GRADE 9			
GRADE 10			
GRADE 11			
GRADE 12			
<b>4. Planning and Implementation of the Registration</b> -Strategic Plan (Child/Youth Finding) -Consultative Meeting/Dialogue -Committee for Early Registration -Registration Forms			
<b>5. Registration Centers (RC)</b>			





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<p><b>Elementary Level</b></p> <p><input type="checkbox"/> RC for Kindergarten</p> <p><input type="checkbox"/> RC for Grade 1</p> <p><input type="checkbox"/> RC for OSC in Grades 2 to 3</p> <p><input type="checkbox"/> RC for OSC in Grades 4 to 6</p> <p><input type="checkbox"/> RC for Children with Disability</p> <p><b>Secondary Level</b></p> <p><input type="checkbox"/> RC for OSY in Grade 7</p> <p><input type="checkbox"/> RC for OSY in Grade 8</p> <p><input type="checkbox"/> RC for OSY in Grade 9</p> <p><input type="checkbox"/> RC for OSY in Grade 10</p> <p><input type="checkbox"/> RC for OSY in Grade 11</p> <p><input type="checkbox"/> RC for OSY in Grade 12</p> <p><input type="checkbox"/> RC for Youth with Disability</p>			
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**Part II (Other findings)**

Issues/Concerns	Technical Assistance provided	Remarks
<b>Best Practices:</b>		

Monitored by:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

Conforme:

\_\_\_\_\_

\_\_\_\_\_

