



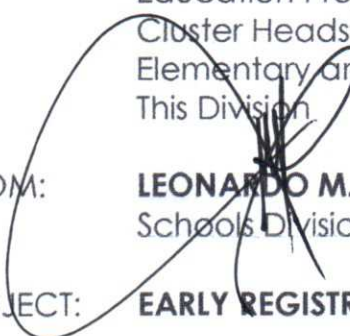
Republic of the Philippines  
Department of Education  
Region XII  
**CITY SCHOOLS DIVISION OF TACURONG**  
City of Tacurong



**DIVISION MEMORANDUM**

No. 16, s. 2019

TO: OIC-Assistant Schools Division Superintendent  
Chiefs, Curriculum Implementation and  
Schools Governance and Operations Divisions  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Heads  
This Division

FROM: **LEONARDO M. BALALA, CESE**   
Schools Division Superintendent

SUBJECT: **EARLY REGISTRATION FOR SCHOOL YEAR 2019 – 2020**

DATE: January 24, 2019

1. In reference to DepEd Order No. 3, s. 2018, Basic Education Enrolment Policy, which provides that the Early Registration covers incoming Kinder, Grade 1, Grade 7 and Grade 11 learners. Please be informed that as per published information the Early Registration shall be conducted on January 26 to February 22, 2019.
2. In view thereof, the following objectives of the activity are hereby reiterated:
  - 2.a. to ensure that all 5 – year old (as of August 31, 2019) children are enrolled in kindergarten;
  - 2.b. to ensure that all kinder completers to enrolled in Grade 1;
  - 2.c. to locate, identify and enroll out – of – school children and youth who:
    - are in remote/geographically isolated areas;
    - are in difficult circumstances;
    - belong to disadvantaged groups or who suffer from discrimination;
    - have disabilities or in need of special education; and
    - have dropped out but would like to go back to school. and

- 2.d. to understand the barriers to access to education and identify local solutions or interventions to bring them to school and ensure that they do not drop out.
3. Incoming Grades 2-6, Grades 8-10 and Grade 12 learners are considered pre-registered, hence there is no need for these students to participate in the Early Registration.
  4. Schools are enjoined to plan for the advocacy campaign activities working closely with the different internal and external stakeholders including the Alternative Learning System (ALS) Implementers.
  5. All ALS Implementers are required to coordinate with the School Heads as regards this activity.
  6. It is also emphasized that all elementary and secondary schools shall establish a Registration Center (RC) in the school premises and individuals who will handle the registration on January 26, 2019 and during the school days from January 26 – February 22, 2019.
  7. A weekly Registration Report on every Monday beginning January 28, 2019 shall be submitted to this Office, Attention: Ernie P. Pama, SEPS (Planning & Research) or Alejandro S. Reginaldo, Jr., Division Planning Officer III.
  8. The members of the Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD) are enjoined to monitor the early registration activities of the schools.
  9. Expenses related to Early Registration shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
  10. Widest and immediate dissemination of this Memorandum is desired.



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**SOCCKSARGEN**

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RO12-FTAD-RM

January 24, 2019

REGION MEMORANDUM  
FTAD No. 6, s. 2019

**REGIONAL MONITORING ON THE CONDUCT OF EARLY REGISTRATION**

TO: Schools Division Superintendents

1. Pursuant to DepEd Order No. 3 s. 2018 entitled Basic Enrolment Policy, the early registration activities for the incoming school year for all public elementary and secondary schools shall be implemented from the last Saturday of January until the last Friday of February each year; hence, the early registration this year is slated on January 26-February 27, 2019.
2. The activity aims to accomplish the following:
  - 2.1 Ensure that all five-year old children are enrolled in kindergarten
  - 2.2 Ensure that all learners who are in school continue their schooling
  - 2.3 Map household in all barangays and record information for potential enrollees of Alternative Learning System (ALS);
  - 2.4 Locate, identify and enroll out-of-school children and youth who:
    - are in remote/geographically isolated areas;
    - are in difficult circumstances;
    - belong to disadvantaged groups or who suffer from discrimination;
    - have dropped out and would like to go back to school
  - 2.5 Understand the barriers to access to education and identify local solutions or interventions to bring them to school and ensure that they do not drop out.
3. All Schools Division Offices (SDOs) are enjoined to conduct the registration process and activities as stipulated in DO No. 3 s. 2018. The On-Time Reporting (OTR) of data on early enrollment and other relevant information shall be encoded by the schools in the LIS Early Registration facility
4. The specified size and design of advocacy streamers downloaded by Central Office shall be used and shall be displayed in conspicuous areas before the actual registration month.
5. In support to this national program and to ensure the smooth conduct of the registration processes, the Regional Field Technical Assistance Teams (RFTATs) shall be deployed to the division offices every Saturday from January 26 to February 27, 2019.

/act

*Kasali lahat. Kasama lahat. Para sa lahat.*

6. Enclosed are the following for your reference:
  - a. Enclosure 1: On-Site Monitoring Tool; and
  - b. Enclosure 2: Composition of RFTATs
7. Expenses relative to the activity shall be charged against local funds subject to usual accounting procedures, rules and regulations.
8. For information, guidance and compliance of all concerned.

  
**ALLAN G. FAERNAZO**  
*Regional Director*

Encl.: As stated

Reference: DepEd Order No. 6 s. 2017

Allocation:

To be indicated in the Perpetual Index under the subjects

ACCESS      EARLY REGISTRATION      TECHNICAL ASSISTANCE

### ON-SITE MONITORING TOOL

School: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_  
 School ID: \_\_\_\_\_ School Head: \_\_\_\_\_

**I. Preliminaries (15 minutes):**

**Instruction: Put a check mark (/) next to the items if observed or not, by selecting YES or NO.**

#	Indicators			Remarks
		YES	NO	
<b>A. Early Registration Day</b>				
	1. Prepared conduct of Early Registration Day			
	2. Intensified advocacy program prior to the conduct of Early Registration Day (fliers, hanging of streamers, on-line publication, barangay mapping, etc)			
	3. Process flow of Early Registration is posted in the entrance of the school			
	4. Help desk was organized to provide assistance to the public			
	5. Friendly school staff are assigned to assist the registrants			
	6. Well-established mechanism to ensure that all learners from 5-17 years old and out-of-school children and youth are registered			
	7. Tasks and responsibilities are shared with education stakeholders during the conduct of Early Registration Day			
	8. Strong collaboration of school heads, teachers, parents and stakeholders are evidently noticed.			
	9. NGOs, LGU and parents provide support to address basic education resource needs (teacher, classroom, furniture)			
	10. School created support system from the NGO, LGU and CSO to strengthen public-private partnership			
<b>B. Governance – Regional Policy and Initiatives</b>				
	11. Updated report on financial expenditures are posted on the Transparency Board			
	12. Functional Child Protection Committee (List of members and contact numbers were posted in conspicuous area)(records of child abuses indorsed and acted upon)			

	13. Revitalized classroom structuring cum Child Friendly School System			
	14. Mission and vision of the department are published in all classrooms			
	15. Learners and stakeholders are familiar with the mission and vision of the department			
	16. Signage of "This School is a Zone of Peace" "Huwag kaming idamay sa anumang kaguluhan" is clearly posted in the entrance of the school.			
	17. Programs and projects of the school are discussed to the stakeholders pertaining to plans and targets			
	18. Schools performance targets are posted discussed to the stakeholders			
	19. Stakeholders share responsibility in attaining the targets			
	20. School provides recognition to the LGU, NGO and CSO for their involvement			
	Total number of items/20			

**What are the Issues and Concerns?**

**COMPOSITION OF THE REGIONAL FIELD TECHNICAL ASSISTANCE TEAMS**

RFTATs		Schools Division
A	Fatima Ilon-Adza, Al-Hadja, Chief-ASD Dr. Heria Abpi, Chief, HRDD Regan Dagadas, REPS-HRDD Emily F. Enolpe, REPS-FTAD Agney C. Taruc, REPS-FTAD	Cotabato City
B	Peter Van Ang-ug, REPS-CLMD Dr. Mina Ruz, Dentist-ESSD	Kidapawan City
C	Gilbert Barrera, REPS-CLMD Jade Palomar, REPS-CLMD Ma. Lourdez Ines, Dietician-ESSD Norman S. Valeroso Walid S. Abdula	Cotabato Province
D	Dr. Melinda A. Rivera, Chief-FTAD Joelita Aguilar, REPS-CLMD Dr. Sylvia Vivian Galang, MO-ESSD Suzanne Berba, REPS-QuAD	Sultan Kudarat
E	Gerardo Magno, REPS-CLMD Johnny Sumugat, REPS-CLMD Joseph Russel Farnazo, PDO II - ASD Ismael Ngitingit, PDO II-ESSD	Tacurong City
F	Macario Ontal, Chief - CLMD Napoleon Gio, Chief-ESSD Luz Lalli Ferrer, Chief-QuAD Mervie Y. Seblon, P-1, Reg'l Coord.-HRDD Kathrine Lotilla, PDO IV-ESSD	Koronadal City
G	Dr. Glenn Bisnar, Chief-PPRD Dr. Magdalena C. Duhilag, REPS-CLMD Shirley Saur, REPS, PPRD	South Cotabato
H	Dr. Shirley Bulosan, REPS-HRDD Nida Lumunsad, REPS-CLMD Grace Patrice Mondragon, REPS-QuAD	General Santos City
I	Gilda Orendain, REPS-CLMD Dr. Zynafe J. Caijo, P-1, Reg'l. Coord.-HRDD Rogelio Radaza, REPS-QuAD Arturo Tingson, REPS-CLMD	Sarangani



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**DIVISION MONITORING TEAM FOR THE EARLY REGISTRATION FOR SCHOOL YEAR 2019 - 2020**



ELEMENTARY		SCHOOL HEAD		
<b>CENTRAL Cluster</b>		AGNES G. MUYCO		
Tacurong Pilot Elementary School		JEANILYN C. BATCHAR		1. AGNES G. MUYCO 2. ARLENE ROSA G. ARQUIZA 3. NEIL D. CASADOR 4. WILJOHN M. DELA CRUZ
<b>WEST Cluster</b>		IVY P. LAMINTAO		
New Isabela Central Elementary School		MEMVIE L. ALESNA		1. RODELLA V. CLARITO 2. MARY ANN C. UMADHAY
Kalandagan Elementary School		JACKIE A. OCHINANG		1. VIRGIE T. METAL 2. JUPETER G. MOSQUEDA
J. Hector Lacson Elementary School		MA. MERESA F. BACEA		1. IVY P. LAMINTAO 2. RODELLA V. CLARITO
Ma. Z. Bayya Elementary School		WENDY LYNN G. CONEJAR		1. JUPETER MOSQUEDA
<b>NORTH Cluster</b>		RONA L. BRED		
Ma. A. Montilla Elementary School		MA. ELVA B. BELGIRA		1. NINFA C. ORTIZO 2. MAYFLOR D. ROMUALDO 3. ALEIA S. GUZMAN
Dr. Manuel Griño Memorial Central School		MELANIE B. DELOS SANTOS		1. RANDY E. PORRAS 2. MA. SAIRAH N. HONG



Buendflor Elementary School	CRISTINA P. GAURANA	1. RONA L. BRED 2. DELIA P. ELIARDA
New Lagao Elementary School	GLENDA ROSA G. YASIN	1. TESSIE TALAMOR 2. GEONIX M. LEONIN
Abang - Suizo Elementary School	MARY GRACE G. HILARION	1. ARLAC G. BILLANO 2. CHINNIE B. QUIBUYEN 3. JOVELYN DUQUE
San Antonio Elementary School	NANCY D. CASTRO	1. CARLO ALEJ T. DELANTAR 2. ALFREDO TUGOM
<b>EAST Cluster</b>	<b>CHARLIE C. BRAGA</b>	
Amado Fernandez Elementary School	REGINA O. BARON	1. FRANK T. NAWAL, JR. 2. BERNARD F. ANTOLO
Pedregozza - Acosta Elementary School	MA. BELLA A. VICTORIO	1. JOEY M. LOZANO 2. JESSICA CAÑO
Tina Elementary School	LORMA P. DELA ROSA	1. CHARLIE G. BRAGA
San Emmanuel Elementary School	TEOFILA P. EROLPAN	1. LIZA P. DE LUNA 2. JONEL G. SOLOMON
Casilida P. Venus Elementary School	ANABEL D. BESONA	1. APRIL JANEL. DUADUA 2. CATHERINE JOY B. QUIROG
San Rafael Elementary School	ALFREDO E. HABLERO	1. EDSSEL R. CALIMLIM

Victorina P. Dasmariñas Elementary School	JOEBERT B. BACONAJE	1. JONALD S. CADIAO 2. JUNAFIOR R. SUCCALDITO 3. CHARMEN PELARCO
<b>SOUTH Cluster</b>	<b>RONNIE L. FORMACION</b>	
Elisa P. Bernardo Memorial Elementary School	MARY LEE D. ECONG	1. JOSEPH R. PILOTOS
Josue - Alcasid Elementary School	SAMSON M. TALLODAR	1. JESUS V. DE GRACIA, JR. 2. ALEXANDER DUMAS
Upper Katungal Elementary School	MAX MICHAEL L. PADILLO	1. RONNIE L. FORMACION 2. SHIRLYN D. CUYONG 3. BIBSY RUBY ARADANAS
Rajah Muda Elementary School	RODOLFO M. AGON	1. ERNIE P. PAMA 2. KRIZLE S. CASPILLO 3. CHARMARINE MAE H. GABATO 4. <del>DRYBNARR G. MOSQUEDA</del>
Rajah Muda Elementary School - BEAM	RONALD A. PELITRO	1. DANILO MARBELLA, JR. 2. KELVIN MARK A. APUD
Lourdes Pama Elementary School	JOSEPH L. TAYO	1. JANICE P. SUBOC 2. RONEL OBEJA
Lancheta - Magallon Elementary School	JOSELITO B. PILOTOS	1. RADDY P. SANDIG 2. RAZEL P. MAGANTO
Elisa P. Bernardo Memorial Elementary School - BEAM	RONNIE L. FORMACION	1. ALEXANDER P. DUMAS

<b>SECONDARY</b>		
Tacurong National High School	ISABELITA R. DUADUA	1. SHERYLL A. MORADAS 2. REA MAY S. LAYGAN
Apolinario S. Bernardo Memorial National High School	FREDDIE T. DELANTAR	1. ALEJANDRO S. REGINALDO, JR.
Rajah Muda National High School	JULIUS D. CELETARIA	1. ERNIE P. PAMA 2. KRIZIE S. CASPILLO 3. CHARMAINE MAE H. GABATO 4. DRYANNE G. DOS GUARDAS
San Emmanuel National High School	MA. TERESITA H. ESCOBIA	1. LEONORA R. PO 2. CHARMEN D. PELARCO
San Emmanuel National High School - Annex	RAMELYN V. USMAN	1. MOHANI A. PAGUITAL 2. EVANGELINE C. COMAGES
Tacurong National High School - Annex	MILLA F. ANCHETA	1. RAMILYN D. MALABOR 2. GEOSALYN MACCALLING
Virginia F. Griño Memorial National High School	LIGAYA A. CATEDRILLA	1. ZENALDA B. PORRAS 2. GLENDA P. ORCINADO