



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

January 28, 2025

DIVISION MEMORANDUM
SGOD No. 014, s. 2025

**DISSEMINATION OF UNNUMBERED MEMORANDUM RE EARLY
REGISTRATION FOR SCHOOL YEAR 2025 – 2026 AND ASSIGNMENT OF THE
DIVISION FIELD TECHNICAL ASSISTANCE TEAM**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Heads
This Division

1. For the information and guidance of all personnel, the unnumbered Memorandum re Early Registration for School Year 2025 – 2026 is hereby disseminated. A copy of the said memorandum is attached for your perusal.
2. This Office enjoins the compliance of all concerned to Paragraph 4 which states that, Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut – off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
3. Relative thereto, this is to reiterate the specific provision in Paragraph VI, Section 15 which states that *the age qualification for kindergarten learners for both public and private schools should be five (5) years old by June 1 of every calendar year. However, the school may consider learners entering Kindergarten who will turn five (5) years old by the end of August on the condition that the **Philippine Early Childhood Development (ECD) Checklist must be administered** to the learner prior to the start of the opening of the school year, to ensure that the learner is capable of meeting the expectations of the grade level. Parents may provide documentation and/or certification of the learner's previous Early Childhood Education (ECE) experiences (i.e. preschool, day care, pre – Kindergarten) in addition to the results of the Philippine ECD Checklist.*
4. To monitor, gather issues and concerns and provide technical assistance during the early registration, the Division Field Technical Assistance Team shall be deployed to various schools. All DFTAT shall utilize the e – Monitoring Tool that shall be provided by the SGOD – SMME Section. The assignment of the DFTAT is found in the Enclosure.
5. In addition, this is to reiterate adherence to the provisions of DepEd Order No. 13, s. 2024 or the Revised Guidelines on the Grant of Vacation Service Credits for



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teachers who shall render services beyond regular working days and working hours, while the DFTAT shall be granted Compensatory Overtime Credit (COC) in accordance with CSC-DBM Joint Circulars No. 2, s. 2004 and No. 2-A. s. 2005.

6. All expenses relative to the conduct of this activity may be charged against the local funds subject to the usual accounting and auditing rules and regulations.
7. Widest dissemination of this Memorandum is enjoined.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: As stated

Reference: Unnumbered Memorandum

DO 020, s. 2018

DepEd Order No. 13, s. 2024

CSC-DBM Joint Circulars No. 2, s. 2004 and No. 2-A. s. 2005

Allotment: 1 - 2 - 3 - 4

To be indicated in the Perpetual Index

Under the following subjects:

EARLY REGISTRATION

SCHOOLS

TECHNICAL ASSISTANCE

MDR/SGOD/ DISSEMINATION OF UNNUMBERED MEMORANDUM RE EARLY REGISTRATION FOR SCHOOL YEAR 2025 - 2026 AND ASSIGNMENT OF THE DIVISION FIELD TECHNICAL ASSISTANCE TEAM/January 28, 2025



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MEMORANDUM

FOR : **MINISTER, BASIC HIGHER AND TECHNICAL EDUCATION,
BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM : 
RONALD U. MENDOZA, PhD *g/*
Undersecretary for Strategic Management *usd/*


MALCOLM S. GARMA
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

SUBJECT : **EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026**

DATE : 21 January 2025

Pursuant with the DepEd Order No. 03, s. 2018, "Basic Education Enrollment Policy", and DO 09, s. 2024 or the "Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2024-2025", the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7, and 11 learners in public schools for **School Year 2025-2026** shall commence on **25 January 2025 and ends on 15 February 2025**.

Early registration is conducted to ensure that all new entrants for the abovementioned grade-levels are registered.

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

1. Early registration may be done through face-to-face registration within the schools and/or implement other means of reaching out to learners and collecting early registration forms.
2. Public elementary and secondary schools shall use the printed or electric copy of the Basic Education Early Registration Form to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners are properly captured. A copy of the said Form is attached as Annex 1 to this memorandum and can be downloaded here: https://bit.ly/SY2025_2026EarlyRegForm.



3. Daily reporting of the school's early registration data in the Learner Information System (LIS) - Early Registration facility shall be done using the School Head or School Administrator account.
4. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order no. 47, s. 2016).
5. Schools shall also intensify the conduct of child-mapping or house-to-house activities to encourage parents/guardians to register school-aged children and Out-of-School Children and Youth (OSCY) in the communities.
6. Schools Division Superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage parents/guardians of prospective learners to participate in the Early Registration for SY 2025-2026.

For more information, please contact the **Policy and Planning Service – Education Management Information System Division (PPS-EMISD)** through email at ps.emisd@deped.gov.ph, or you may visit them on 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City.





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Enclosure No. 02 to Division Memorandum No. 014, s. 2025

Assignment of the Division Field Technical Assistance Team

Name	Position	School Assignment
Central Tacurong		
Arelene Rosa G. Arquiza	CID Chief	Tacurong Pilot ES
Mary Ann C. Umadhay	EPS	
Jonalee Y. Arquiza	Nurse II	
North Tacurong Cluster		
Mayflor R. Romualdo	SGOD Chief	Abang-Suizo IS
Roselle T. Carvajal	AA-III	Buenaflor ES
Jennifer Claire A. Tayag	AO -IV	
Delia P. Eliarda	Librarian	
Glenda P. Orcinado	AO-IV	Dr. Manuel J. Grino CES
Aljoy Marie A. Nicolas	AA-II	
Ivy P. Lamintao	EPS	
Carmen B. Allon	Admin Aide	San Antonio ES
Jonald S. Cadio	PDO - II	
Shirlyn Cuyong	AO -II	
John Bayugos	PDO - I	New Lagao ES
Alma S. Gamboa	AA-III	Maria A. Montilla MES
Julius D. Celetaria	EPS	
Menard Dence S. Villa	AA-III	
East Tacurong Cluster		
Joseph R. Pilotos	EPS	Amado Fernandez, Sr. CES
Evangeline C. Comages	AA-I	Pedregosa-Acosta ES
Joey M. Lozano	ITO	
Sharon May S. Zamba	Adm Ast I	
Agnes G. Muyco	EPS	Tina ES
Angelie M. Gumban	Admin Aide VI	San Emmanuel ES
Mohani A. Paguita	SEPS	
Mark Anthony C. Sareno	AA-II	San Rafael ES
Aldrin D. Limoar	Admin Aide	VP Dasmaringas
Neil Christian P. Pedregosa	AA-II	
Chatryn Mae L. Seron	AA-III	
Bernard F. Antolo	EPS	Casilda P. Venus ES
Louie L. Arellano	Admin Aide	San Pablo NHS
Zenaida B. Porras	AO V	
April Jane L. Duadua	Nurse II	
Liza P. de Luna	AO-IV	San Emmanuel NHS
Catherine Joy Q. Maratas	Nurse II	



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West Tacurong Cluster		
Rona N. Tacot	EPS	New Isabela CES
Ruby Lyn L. Alconera	AA-III	
Rona L. Bred	EPS	J. Hector ES
Jeraldin L. Paladin	AA-II	
Alejandro S. Reginaldo, Jr.	Planning Officer II	Kalandagan ES
Aisa B. Bunsu	Dentist -II	
Leonora R. Po	PDO-I	Maria Z. Bayya ES
Agnel Kris G. Simon	Admin Aide	
Randy E. Porras	EPS	Tacurong NHS
Sheryll A . Moradas	AO-II	
Rea May S. Laygan	AA-III	
South Tacurong Cluster		
Ma. Dianne R. Joy dela Fuente	SEPS	Josue-Alcasid CES
Anavie A. Orcinado	Admin Aide VI	
Kelvin Apud	AA-II	Lancheta-Magallon ES
Rex Louis P. Roncesvalles	AA-II	Elisa P. Bernardo MES /
Rodna N. Rivalal	AA-III	Elisa P. Bernado -BEAM
Jonel G. Solomon	Accountant -III	Rajah Muda ES /
Ramilyn T. Malabor	AA-III	Rajah Muda NHS
Janice P. Suboc	EPS-II	Rajah Muda ES-BEAM
Dayanara G. Mosqueda	AA-II	
Ernie P. Pama	EPS	Lourdes Pama ES
Jerald H. Perez	Admin Aide	
Junaflor R. Sucaldito	EPS-II	Upper Katungal NHS
Ellen Rose L. Bade	AA-III	Jose V. Lagon ES
Vivien O. Lima	AO-IV	AS Bernardo NHS
Siegfred O. Fernandez	AA-II	



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