



Republic of the Philippines  
**Department of Education**  
**REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**  
 Government Center, Candahug, Palo, Leyte  
**ISO 9001:2015 CERTIFIED**



January 8, 2020

**REGIONAL MEMORANDUM**

No. **022**, s. 2020

**SIMULTANEOUS CONDUCT OF THE EARLY REGISTRATION  
 AND REGIONAL PORTFOLIO DAY ON JANUARY 25, 2020**

To: Schools Division Superintendents  
 All Others Concerned

1. Pursuant to DepEd Order No. 6 s. 2017 entitled, "Multi-Year Implementing Guidelines on Early Registration," the Early Registration activities for the incoming school year for all public elementary and secondary schools are held from the last Saturday of January to the last Friday of February of each year. Hence, the field is reminded that this year's Early Registration activities are scheduled from **January 25 to February 29, 2020**.
2. Schools are advised to come up with various activities such as house-to-house campaigns or meetings with local and barangay officials, civic organizations, People's Organizations, and other advocacy mechanisms to maximize enrollment of school-aged children for Kindergarten, Grades 1, 7, and 11.
3. Each Schools Division Office (SDO) is required to submit a picto-narrative report in pdf file using the attached sample format to [pprd.region8@deped.gov.ph](mailto:pprd.region8@deped.gov.ph) on or before **March 6, 2020**.
4. Simultaneous to the Early Registration is the 3<sup>rd</sup> Quarter Regional Portfolio Day, which highlights the parent-teacher-adviser feedback giving, exhibit/display of learners' outputs and performances, distribution of learners' progress report cards, and school general PTA Meeting. This shall also be held on **January 25, 2020** instead of January 18, 2020 as stated in RM No 404, s. 2019.
5. All Schools Division Superintendents are encouraged to empower the Division Officials/personnel in monitoring these activities.
6. Considering that this is a holiday, service credits shall be granted in accordance with DepEd Order No. 53 entitled: Updated Guidelines on Grant of Vacation Service Credits to Teachers and for the Non-teaching Personnel 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.



7. Expenses related to the conduct of the two (2) activities shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of and compliance with this Memorandum are desired.



**RAMIR B. UYTICO, Ed.D., CESO IV**

Director IV

Enclosures: None

References: As stated

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

EARLY REGISTRATION    PERFORMANCE    PORTFOLIO

Enclosure to Regional Memorandum No. \_\_\_\_\_, s. 2020

**EARLY REGISTRATION ACTIVITY  
ACCOMPLISHMENT REPORT**

Division of \_\_\_\_\_

I. Brief Introduction *(One paragraph only.)*

II. Activities Conducted

Title of Activity	Date	Persons Involved	Place/Venue	Remarks <i>(if any)</i>

III. Report on Early Registrants for SY 2020-2021

Grade/Level	Male	Female	Total
Kindergarten			
Grade 1			
Grade 7			
Grade 11			

IV. Issues and Challenges Encountered

V. Recommendations

VI. Pictorials

Prepared by:

\_\_\_\_\_  
*Division Monitor/Date*

Noted by:

\_\_\_\_\_  
*Schools Division Superintendent*