



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 24, 2025

REGIONAL MEMORANDUM

No. **083** s. 2025

CONDUCT OF EARLY REGISTRATION FOR SY 2025-2026

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025), this Office hereby announces the Conduct of Early Registration for Incoming Kindergarten, Grades 1, 7 and 11 for SY 2025-2026 on January 25, 2025 to February 15, 2025.
2. Schools Division Offices are instructed to conduct in-person monitoring of early registration, provide technical support to schools, and gather comprehensive feedback about the process. Offices should document issues, identify best practices, and submit weekly monitoring results (every Friday) through the link: <https://bit.ly/EarlyRegistration25-26>. (Please see attached monitoring tool)
3. All public elementary and secondary schools must update the Early Registration facility daily with prospective enrollees for non-entry grade levels (Grades 2-6, 8-10, and 12). This update should be based on previous school enrollment data to provide a comprehensive projection of expected enrollment for the upcoming school year.
4. Both public and private schools are instructed to enforce and implement the kindergarten cut-off as stipulated in DO 20, s. 2018 (Amendment to DepEd Order No. 47, S. 2016).
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: Early Registration Monitoring Tool

References: As stated

To be indicated in the Perpetual Index under the following subjects:
EARLY REGISTRATION ENROLLMENT

PPRD-RCB



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Early Registration Monitoring Tool*School Year 2025-2026*

Division: _____

Date: _____

Number of Schools Monitored: Public: _____ Private: _____ Total: _____

Indicators	Number of schools adhering to the indicators		Number of schools not adhering to the indicators	
	Public	Private	Public	Private
1. The registration area is situated within the school premises.				
2. The registration area is accessible and prominently visible.				
3. Conduct of child mapping activity is currently in progress.				
4. Personnel are assigned to manage registration processes for each grade level.				
5. Enrollees without complete documentary requirements are accommodated.				
6. Personnel are responsive to and proficient in addressing queries from parents, stakeholders, and learners.				
7. Schools regularly update 'Early Registration Facility' in the Learners' Information System.				

ONSITE ENROLLMENT REPORT*As of* _____

Elementary	Male	Female	Total
Kindergarten			
Grade 1			
Total			

Secondary	Male	Female	Total
Grade 7			
Grade 11			
Total			

LIST OF ADVOCACY CAMPAIGNS CONDUCTED BY SDO/SCHOOLS

- _____
- _____
- _____

LIST OF PROBLEMS/ISSUES ENCOUNTERED

- _____
- _____
- _____

Prepared by:
(PRS)Noted by:
(SDS)