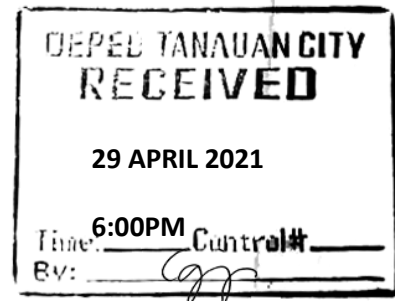




Republic of the Philippines  
**Department of Education**  
REGION IV - CALABARZON  
**CITY SCHOOLS DIVISION OF TANAUAN**



29 April 2021

**DIVISION MEMORANDUM**  
**No. 110 S. 2021**

**LOCALIZED GUIDELINES ON THE CONDUCT OF EARLY REGISTRATION  
FOR SY 2021-2022 BASED ON THE STATUTORY REQUIREMENTS BY THE  
DEPARTMENT OF EDUCATION**

TO: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary, Secondary and Senior High School Heads  
Private Elementary, Secondary and Senior High School Heads  
LUC/SUC and ALS  
All Others Concerned

1. Relative to the DepEd Memorandum No. 008, s. 2021 entitled, "Deferment of the Conduct of Early Registration, this office releases the standardized localized guidelines on the conduct of pre-registration of all incoming Kindergarten, Grades 1, 7, and 11 from March 26 to May 30, 2021.
2. The objectives of this guidelines are to:
  - a. ensure that all incoming Kindergarten, Grades 1, 7, and 11 in public elementary and secondary schools are registered for the School Year 2021-2022.
  - b. address possible issues and concerns that may arise, as stipulated in DepEd Order No. 3, s. 2018, or the Basic Education Enrollment Policy.
3. Other relevant concerns with regards to the conduct of early registration and other related planning concerns can be sent to this email address, merlina.placino01@deped.gov.ph.
4. Widest dissemination of this Memorandum to all concerned is desired.

**ROGELIO F. OPULENCIA**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

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**Localized Guidelines on the Conduct of Early Registration for  
SY 2021-2022 Based on the Statutory Requirements by the  
Department of Education**

**A. Introduction**

The Department of Education annually launched an Early Registration Campaign to help the Department to anticipate the number of enrollees for the coming school year and instituted in DepEd Order No. 3, s. 2018, otherwise known as the Basic Education Policy. The Early Registration Campaign ensures the right of all school-aged learners to enroll and be equally provided with quality, accessible, relevant, and liberating basic education.

Therefore, to guarantee that all new entrants for Kindergarten, Grades 1, 7, and 11 learners in public and private elementary and secondary schools are registered for the incoming school year 2021-2022, the Department of Education (DepEd) opens the early registration desks from March 26 to May 30, 2021, as stipulated on DepEd Memorandum No. 008, s. 2021. The month-long activity is initiated to ensure that incoming learners are registered for the upcoming School Year and help the Department better prepare for possible issues and concerns that may arise, as specified in DepEd Order No. 3, s. 2018, or the Basic Education Enrollment Policy.

In this light, to address various concerns received from the DepEd Tanauan regarding the conduct of Early Registration in

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the new normal, the Schools Division through the SGOD-Planning and Research Unit, the Planning Officer III provides a standardized localized guideline on the conduct of Early Registration for SY 2021-2022. All concerned personnel shall be guided according to the following information and specific instructions in encoding and updating early registration data in the Learner Information System (LIS).

### **B. Scope of the Early Registration**

All incoming Kindergarten, Grade 1, 7, and 11 learners in public elementary and secondary schools shall pre-register as stipulated on DepEd Memorandum No. 008, s. 2021 due to major changes in the school calendar for SY 2020-2021. Incoming Grades 2-6, Grades 8-10, and Grade 12 are considered pre-registered and do not need to participate in the early registration. Early Registration is mandatory for public schools while optional for private schools. Private schools, however, are mandated to strictly implement the Kindergarten cut-off age under DO No. 20, s. 2018.

### **C. Definition of Terms**

1. Early Registration - the pre-registration of Kindergarten, Grades 1, 7, and 11 learners which takes place prior to the opening of classes.
2. Pre-registered - learners who underwent the early registration process but are not considered officially enrolled.
3. Enrollment - the process of registering learners in the Learner





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Information System upon the submission of the required supporting documents and first date of attendance.

4. Learner - an individual enrolled in an educational institution offering basic education.
5. Out of School Children (OSC) - persons 6 to 14 years who are not attending school.
6. Out of School Youth (OSY) - persons 15 to 24 years who are not attending school, have not finished any college or post-secondary course and are not working.
7. Balik-Aral learner - a learner who went back to school and resume study after year/years of dropping out or discontinuing study.
8. Special Education (SPED) learner - a learner in need of basic education that takes into account the special needs of both the differently abled and the gifted.
9. Philippine Educational Placement Test (PEPT) - a battery of test covering five basic subjects for validating and accrediting knowledge and skills in academic areas gained through informal and non-formal means, for re-entry into formal school, job promotion. entry to job training, employment, and self-fulfillment.

**D. Early Registration Procedure for Kindergarten, Grades 1, 7, and 11 Learners**

Relative to DepEd Order Number 3, series of 2018 entitled Basic Education Enrollment Policy, the field is informed of the adjusted early registration procedure for all incoming **Kindergarten, Grades 1, 7,**

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**and 11** learners for School Year (SY) 2021-2022 as a proactive response from the current COVID-10 pandemic.

Below are the early registration procedures including eligibility and documentary requirements, requirement for transferees, and requirement for special cases.

1. Schools shall conduct an Information Dissemination and Advocacy Campaign to raise public awareness on Early Registration.
2. Activities such as the following shall be undertaken:
  1. Post materials such as tarpaulins, banners, brochures.
  2. Post on social media (Facebook, Instagram, etc); and
  3. Secure radio/television broadcast and advertisement
3. Schools are encouraged to involve parents, local government officials, civic organizations, people's organizations, and other stakeholders in the activities.
4. Early Registration Desks or Registration Centers in the school premises and individuals who will handle registration shall be designated by all elementary and secondary public school officials.
5. Early Registration shall primarily be administered remotely in areas under General Community Quarantine (GCQ). In-person registration through parents or guardians may be allowed in areas under Modified General Community Quarantine (MGCQ)







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provided that physical distancing and health and safety protocols are strictly observed.

6. Grades 1, 7, and 11 learners who have existing account in LIS will be tagged as pre-registered learners but will still need to update their information by filling out the Modified Basic Education Enrollment Form (*please see Annex 1*). The use of Modified Basic Education Enrollment Form is mandatory in public schools but it is optional for private schools.
7. Submission of accomplished Modified Basic Education Form can be done remotely through emails, messengers, and other means of electronic submission or through the designated Registration Desks or Registrations Centers in all schools.
8. Learners with no existing profile in LIS shall submit the Basic Education Enrollment Form with the following attachments:
  - PSA Birth Certificate;
  - Certificate of Live Birth from the Local Civil Registrar;
  - or
  - Barangay Certification containing the following:
    1. name of the child (first name, middle name, last name);
    2. name of parents;
    3. date of birth; and
    4. sex





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Grades 2-6, Grades 8-10, and Grade 12 learners are considered pre-registered and do not need to participate in the early registration activity.

10. Learners aged 6-12 who are going to enroll for the first time shall be registered in appropriate grade levels based on the PEPT result.
11. Learners aged 13 and above who shall be enrolling in the basic education for the first time are advised to undergo ALS Program.

### **E. Eligibility and Documentary Requirements**

The Early Registration Policy prescribed that registrants must satisfy the following eligibility rules.

<b>Level</b>	<b>Eligibility Standards</b>	<b>Documentary Requirements</b>
Kinder	Children aged 5 years old by August 31st of the school year they will enroll in (DepEd Order 47, s. 2016, Omnibus Policy on Kindergarten)	Philippine Statistics Authority (PSA)* Birth Certificate *formerly National Statistics Office (NSO)
Grade 1	Children who have completed Kindergarten programs in DepEd accredited schools and centers	<ul style="list-style-type: none"><li>• Kindergarten Certificate of Completion</li><li>• PSA Birth Certificate</li></ul>





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	Children who are 6 years old and above by August 31st of the school year they will enroll in and who have not completed Kindergarten	<ul style="list-style-type: none"> <li>• Result of ECCD Assessment Checklist</li> <li>• PSA Birth Certificate</li> </ul>
	Children who have completed any form of Kindergarten Program in non-DepEd accredited learning and day-care centers, or home- schooled learners (DepEd Order 47, s. 2016, Omnibus Policy on Kindergarten)	<ul style="list-style-type: none"> <li>• Result of PEPT or PVT</li> <li>• PSA Birth Certificate</li> </ul>
Grade 7	Grade 6 Graduate	SF 9 Grade 6 (formerly Form 138)
	PEPT Passer or A&E Test Passer	<ul style="list-style-type: none"> <li>• Result of PEPT or A&amp;E Test</li> <li>• PSA Birth Certificate</li> </ul>
Grade 11	Grade 10 Completer	• SF 9 Grade 10 (formerly Form 138)
	PEPT Passer or A&E Test Passer	<ul style="list-style-type: none"> <li>• Result of PEPT or A&amp;E Test</li> <li>• PSA Birth Certificate</li> </ul>

### Requirements for Transferees

Learners from public or private schools in the Philippines who shall transfer shall:

1. submit SF 9 (formerly Form 138); or
2. letter certifying the last grade level the learner completed signed by the School Registrar

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**G. Requirements for Special Cases**

Special Cases	Required Documents Upon Enrollment	Additional Requirements for Submission During the School Year
Learners from:  1. Philippine Schools Abroad (any grade level) 2. Foreign Schools Abroad	<ul style="list-style-type: none"> <li>• Birth Certificate or any equivalent legal document</li> <li>• Latest Report Card or any equivalent academic record</li> <li>• Accepting school shall have the discretion to determine the appropriate grade level in which to place the learner (DO 26, s. 1994)</li> <li>• PEPT Certificate of Rating for learners who have not completed the school year abroad, as long as three grading periods have been completed, and for learners who need grade level standards assessment</li> </ul>	Permanent Transcript of Records from originating school
Learners from non-DepEd accredited schools (any grade level)	<ul style="list-style-type: none"> <li>• PEPT/PVT Certificate of Rating</li> <li>• Birth Certificate from the PSA or the local civil registrar, or barangay certification</li> </ul>	None





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Balik-Aral learner (any grade level)	SF 9 (formerly Form 138) of the last school year attended or PEPT Certificate of Rating, whichever is applicable	• Birth Certificate from the PSA or the local civil registrar, or barangay certification
A&E Elementary Level Test Passer who qualified for Grade 7	A&E Elementary Level Certificate of Rating	• Birth Certificate from the PSA or the local civil registrar, or barangay certification
A&E Secondary Level Test Passer who qualified for Grade 11	A&E Secondary Level Certificate of Rating	
Displaced learners due to on-going war/ armed conflict and very recent disasters/calamities	Any proof of identity or any means as directed by the Central Office	• SF 9 (formerly Form 138) and/or • Results of PEPT or A&E Test, if applicable

#### **H. Reporting Process of Early Registration Data in the Learners Information System (LIS)**

The school through the School Head or LIS/EBEIS School Coordinator using the school head account or school administrator account shall be responsible in encoding of data in the system, including those consolidated data collections from the barangay and conspicuous spaces where early registration drop-boxes were made available.

Only data for incoming Kindergarten, Grade 1, 7, and 11 will be encoded or reported in the system. Incoming Grades 2-6, Grade 8-10, and Grade 12 are considered pre-registered.

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## **I. Monitoring and Evaluation**

The School Governance Operations Division - Planning and Research Section together with the Monitoring and Evaluation team will conduct structured monitoring on the implementation of the different procedures.

## **J. References**

DepEd Memorandum No. 008, s. 2021- Deferment of the Conduct of Early Registration for School Year 2020-2021

DepEd Order No. 12, s. 2021 - Amendment to DepEd Order No. 030, s 2020

DepEd Order No. 30, s. 2021 - Amendment to DepEd Order No. 007, s 2020

DepEd Order No. 007, s. 2021 - School Calendar and Activities for School Year 2020-2021

DO 47, S. 2016 – Omnibus Policy on Kindergarten Education; and

DepEd Order No. 20, s. 2018 - Amendment to DepEd Order No. 47, s. 2016, Otherwise known as the "Omnibus Policy on Kindergarten Education," clarifying that the Cut-Off Age Policy is applicable to both public and private schools and providing for transitory provisions to accommodate Kinder and Grade One Enrollees for SY 2018-2019 and SY 2019-2020 who may be affected by this policy, and for other purposes





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