



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0030

To : Assistant Schools Division Superintendent
Chiefs of the Schools Governance and Operations Division and
Curriculum Implementation Division
Public Schools District Supervisors
Public Elementary and Secondary School Heads and LIS
Coordinators
All Concerned

Subject : **CONDUCT OF EARLY REGISTRATION FOR SY 2025-2026**

Date : January 23, 2025

Attached is DepEd Order No. 009, s. 2024 dated July 15, 2024 where it is stipulated that the scheduled conduct of Early Registration for School Year 2025-2026 for incoming Kinder, Grade 1, Grade 7, and Grade 12 learners will be on **January 25 to February 15, 2025.**

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

1. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Public elementary and secondary schools shall use the latest print or electronic copies of the Early Registration Form (to be published in a separate memorandum) and ensure that necessary information in registering incoming Kindergarten, Grade 1, 7, and 11 learners and other data are properly captured.
2. Public elementary and secondary schools may also encode in the Early Registration facility the prospective enrollees for other grade levels (e.g. Grades 2-6, 8-10, and 12) based on the previous school enrolment to get the overall picture of the expected enrollees for the next school year.
3. Preferably, the conduct of the early registration shall be done through face-to-face transactions with the schools. However, the schools may continue to implement other options or means of collecting early registration forms. In the whole duration of the Early Registration, if the school conducts the activity on a Saturday, these shall be the guidelines:



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Elementary Level:

School Category	Key Stage	Number of Teachers Allowed to Serve in the Early Registration
Small (9 teachers and below)	Kinder to Grade 3	1
	Grade 4 to 6	1
Medium (10 to 29 teachers)	Kinder to Grade 3	2
	Grade 4 to 6	2
Large (30 to 50 teachers)	Kinder to Grade 3	4
	Grade 4 to 6	3
Mega (51 and above)	Kinder to Grade 3	4
	Grade 4 to 6	3

Secondary Level:

School Category	Key Stage	Number of Teachers Allowed to Serve in the Early Registration
Small (9 teachers and below)	Grade 7-10	1
	Grade 11-12	1
Medium (10 to 25 teachers)	Grade 7-10	2
	Grade 11-12	2
Large (26 to 100 teachers)	Grade 7-10	4
	Grade 11-12	2
Mega (101 and above)	Grade 7-10	4
	Grade 11-12	2
Schools implementing ALS-SHS	Grade 11-12	1

4. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 20, s. 2018 or the Amendment to DO No. 47, s. 2016).
5. School heads shall facilitate the conduct of the advocacy campaigns within their respective jurisdictions to inform the public and encourage Out of School Children (OSC) and parent/guardians of prospective learners to participate in the Early Registration for SY 2025-2026 by posting relevant materials in conspicuous places and making announcements in local radio broadcasting stations.



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6. Private schools are encouraged to conduct their respective early registration activities within the same period.

The Division Technical Assistance Team (DivTAT) shall be organized and are hereby advised to conduct monitoring activities relative to the said Early Registration. Attached in Enclosure A is the list of DivTAT members who are hereby directed to submit early registration reports to the Division Office, through the Division Planning Officer. Attached in Enclosure B is the monitoring tool to be used for the said activity and submit the same in soft copy with pictures to ker.infiesto@deped.gov.ph

Public Schools District Supervisors are directed to give technical assistance to all schools under their respective jurisdiction.

Teaching personnel shall be entitled to service credits (DO No. 53, s. 2003) while non-teaching personnel shall be given Compensatory Overtime Credits (COC) for services rendered during Saturdays, Sundays, and Holidays (CSC-DBM Joint Circular No. 04 & 2-A, s. 2005).

Tarpaulins, supplies and materials, travel, and other incidental expenses are chargeable to School MOOE/Division MOOE/Local Funds, all subject to the usual accounting and auditing rules and regulations.

For questions, please coordinate with Ker Denzel G. Infiesto, Planning Officer III, at mobile number 09078585372.

For your guidance and strict compliance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

JAN 24 2025

RECORDS SECTION SDO PANABO CITY

BY 

Encl: As stated
SGOD/aba/kdgi

ENCLOSURE A



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DIVISION TECHNICAL ASSISTANCE TEAM (DivTAT) of SDO Panabo City
SY 2025-2026 Early Registration

Composition	Name	Position	Assigned Schools
Team A			
Chairperson:	Basilio P. Mana-ay, Jr., CESO VI	ASDS	All PCD Elementary Schools
Members:	Marissa Y. Manginsay	PSDS	Panabo City NHS
	Joylyn B. Martinez	PSDS	Quezon NHS
	Ker Denzel G. Infiesto	PO III	San Vicente NHS
Team B			
Chairperson:	Jinky B. Firman PhD, CESO VI	SDS	All PND Elementary Schools,
Members:	Antonio R. Pasquito Jr.	PSDS	Nanyo NHS
	Reynaldo C. Deocampo Jr.	PSDS	Sindaton NHS
	Ana Liza M. Mendoza	SEPS	AOF NHS
			Don Manuel AJMNHS
			Southern Davao NHS
Team C			
Chairperson:	Ailene B. Anonuevo PhD	SGOD Chief	
Members:	Maria Nenita G. Tuazon	PSDS	All PSD I Elementary Schools,
	Erick S. Dalumpines	SEPS	Cagangohan NHS
	Ronmar V. Jayoma	SEPS	Mabunao NHS
			Manay NHS
			DF Dalisay Sr. NHS
Team D			
Chairperson:	Janwario E. Yamota	CID Chief	All PSD II Elementary Schools
Members:	Irbyn E. Petalcorin	PSDS	Kasilak NHS
	Keren T. Luma	EPS	Panabo City SHS
	Kenneth S. Deligencia	SEPS	Malativas NHS
			Little Panay NHS
			Kauswagan NHS

ENCLOSURE B



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ENCLOSURE B

SY 2025-2026 Early Registration
Monitoring Tool

School: _____

Date: _____

School Principal: _____

Contact No.: _____

GRADE LEVEL	NO. OF EARLY ENROLLEES	REMARKS
Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Grade 7		
Grade 8		
Grade 9		
Grade 10		
Grade 11		
Grade 12		
TOTAL		

No. of teachers on duty: _____



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Pictures:

Monitored by:

Concurred with:

