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Republic of the Philippines
Department of Education
Region I
Schools Division Office
City of San Fernando (La Union)

DIVISION MEMORANDUM

DM No. 052, s. 2025

JAN 22 2025

To: Assistant Schools Division Superintendent
Chief of SGOD and CID
All Public and Private Elementary and Secondary Schools
All Others Concerned

FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR
2025-2026

Date: January 21, 2025

PARTICULARS

1. Pursuant to DepEd Order No. 09, s. 2024 "Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025", this Office announces that Early Registration for School Year 2025-2026 shall be on January 25, 2025 to February 15, 2025.
2. DepEd Order 3, s. 2023 reiterates that all incoming Kindergarten, Grades 1, 7 and 11 learners in all public elementary and secondary schools shall pre-register or participate in the early registration to allow the Department to make necessary preparation and adjustment of plans for the incoming school year. Grades 2-6, 8-10 and 12 are considered pre-registered and will not need to participate in the early registration. Private schools are encouraged to conduct their respective early registration activities on the same timeframe.
3. Daily updating or encoding in the Early Registration Facility in the Learner Information System (LIS) shall be done by every school using the schoolhead or the school administrator account. Schools shall utilize the **Basic Education Enrolment Form** (electronic or printed copies) to ensure that necessary information in registering the learners are obtained properly. For monitoring of the Division, please encode early registration data at <https://tinyurl.com/earlyreg2025-2026>.
4. Schools are encouraged to conduct school-based advocacy campaign from January 25, 2024 to February 15, 2025. Schools are advised to post tarpaulins on Early Registration including instruction and registration procedures in conspicuous places within the school premises.



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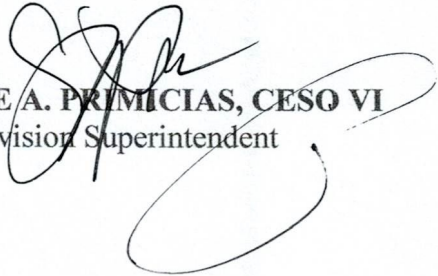




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5. Schools are mandated to strictly implement the kindergarten cut-off age under DO 020, s. 2018 (Amendment to Deped Order No. 47, 2. 2016)
6. Advocacy campaigns may include but not limited to the following:
 - a. Hanging of tarpaulin
 - b. Distribution of flyers
 - c. Caravan
 - d. Posting of announcements through the social media and school website
7. Immediate dissemination of this Memorandum is desired.


DR. SHEILA MARIE A. PRIMICIAS, CESO VI
Schools Division Superintendent



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