



Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OFFICE DAGUPAN CITY**

**Office of the Schools Division  
Superintendent**

**Division Memorandum No. 92 s. 2022**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Principals/Heads  
All Others Concerned

From: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Subject: **Early Registration for SY 2022-2023**

Date: March 23, 2022

1. As per DepEd Memorandum No. 017, s. 2022, the Early Registration for School Year 2022-2023 shall be conducted from **March 25 to April 30, 2022**, nationwide.
2. In this regard, all public elementary and secondary schools are required to observe the month-long activities to ensure that incoming learners are registered for the School Year and help the Department better prepare for possible issues and concerns that may arise, as stipulated in DepEd Order No. 3, s. 2018, or the Basic Education Enrollment policy. Meanwhile, DepEd reminds schools and the public to still follow physical distancing and health and safety protocols against COVID-19 transmission for the early registration activity.
3. All incoming Kindergarten, Grades 1, 7, and 11 learners in all public elementary and secondary schools shall pre-register to allow the Department to make necessary preparations 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.
4. Attached is the Schools Division Office Composite Monitoring Team who shall supervise to ensure that the 2022 Early Registration on March 25 - April 30, 2022 is properly implemented. Likewise, the team shall accomplish the attached monitoring tool and shall submit such and other related document on or before April 1, 2022.
5. In relation to this, there will be an orientation of all monitoring official/team on March 24, 2022, 1 o'clock in the afternoon through google meet. Link will be sent to private messenger.
6. Immediate dissemination of the contents of this Memorandum is desired.

**AGUEDO C. FERNANDEZ, CESO V**  
Schools Division Superintendent

*For and in the absence of the Schools Division Superintendent*

**MARCIANO U. SORIANO, JR., CESO VI**  
Assistant Schools Division Superintendent



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**SCHOOLS DIVISION OFFICE DAGUPAN CITY**

**Office of the Schools Division Superintendent**      **2022 EARLY REGISTRATION**  
**SDO Composite Monitoring Team**

<b>Schools Division Office Lead Team: (Random All Clusters)</b>		
AGUEDO C. FERNANDEZ, CESO V, SDS		MARCIANO U. SORIANO, JR., CESO VI, ASDS
MARIA LINDA R. VENTENILLA, CES CID		EDILBERTO R. ABALOS, CES SGOD
Engr. Tatum Grace L. Manzano, SGOD		Engr. Vanessa Gabriel L. Alberto, SGOD
Marissa O. Perez, EPS SGOD		
<b>District 1</b>		
Juan L. Siapno ES	Lucao ES	Rosalind R. Lomibao, EPS
Malued ES & SSES	West Central ES II	Jane T. Cajayon, PSDS
West Central ES I		Joann L. Jimenez, PO III
<b>District 2A</b>		
East Central IS	Bacayao Sur ES	Agnes B. Royulada, EPS
Pascuala G. Villamil ES	Pogo-Lasip ES	Isabelita N. Daroya, PSDS
Lasip Grande ES		Haydee C. Maiquez, EPS II
<b>District 2B</b>		
Mangin-Tebeng ES	Tambac ES	Gemma M. Erfelo, EPS
Caranglaan ES	Tebeng ES	Alicia B. Quimboy, PSDS
		Isagani D. Rosario, SEPS
<b>District 3A</b>		
Bonuan Boquig ES	Bliss ES	Ma. Socorro G. Dimalanta, EPS
Leon Francisco Maramba ES		Leonarda J. Manansala, PSDS
Federico N. Ceralde IS (Elem)		Vladimir C. Parayno, SEPS
<b>District 3B</b>		
North Central ES		Sheryl C. Villacorta, EPS
Gen. Gregorio Del Pilar ES		Debbie C. Gan, PSDS
Sabangan ES		Gilliane Jessa C. Sable, PDO I
<b>District 3C</b>		
Victoria Q. Zarate ES	Bolosan ES	Cherry A. Cayabyab, EPS
Mamalingling ES	Salisay ES	Rowena O. Lapaan, PSDS
		Diana Irish J. Solis, EPS II
<b>District 4A</b>		
Pantal ES	Pugaro IS	Liberty G. Roxas, EPS
Salapingao ES	Lomboy ES	Edwin R. Ferrer, PSDS
Suit ES		Elvira N. Villamor, PDO II
<b>District 4B</b>		
Carael ES	T. Ayson Rosario ES	Renata G. Rovillos, EPS
Calmay ES	Juan P. Guadiz ES	Perpetua V. Barongan, PSDS
		Edgar T. Timbol, EPS II
<b>District 5A</b>		
Dagupan City NHS	East Central IS (HS)	Liezl S. Cancino, EPS
Carael NHS		Jaime C. Siapno, PSDS
		Bethany Venice S. Bautista, PDO I
<b>District 5B</b>		
Bonuan Boquig NHS	Salapingao NHS	Alfred B. Gonzales, EPS
Judge Jose De Venecia Sr. TVSS		Ronie D. Bona, PSDS
		Mitchellene V. Rivo, SEPS

Reference: DepEDMemo no. 017 s., 2022

Encl: As stated

To be indicated in the Perpetual Index

Under the following subjects:

SMME EARLY REGISTRATION for SY2022

IDR/DM-2022Early Registration

MONITORING



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**MONITORING TOOL FOR EARLY REGISTRATION**

**School Year: 2022-2023**

School Name: \_\_\_\_\_ School Head: \_\_\_\_\_  
 District: \_\_\_\_\_ Date: \_\_\_\_\_

**I. TENTATIVE ENROLMENT** as of \_\_\_\_\_ (monitoring date & time)

GRADE LEVEL	MALE	FEMALE	TOTAL
KINDERGARTEN			
GRADE I			
GRADE 7			
GRADE 11			
<b>TOTAL</b>			

II. HEALTH PROTOCOLS	COMPLIANT	NOT COMPLIANT	REMARKS
The school follows/observes the minimum health standards and safety protocols such as:			
checks visitors' health status based on health declaration form			
checks learners' & personnel's health status using health monitoring form			
designates hand washing facilities and proper hand hygiene areas (gate/offices/classrooms)			
ensures availability and functionality of thermal scanner, alcohol, alcohol/sanitizer dispenser, disinfectant shoe/footwear bath mat			
III. FRONTLINE SERVICES	COMPLIANT	NOT COMPLIANT	REMARKS
1. The school has helpdesk personnel working under the platform managers whose main task will be directly answer/manage the queries of teachers, personnel, parents & other stakeholders			
2. School Advocacy Campaign Information dissemination strategies (print, radio, TV, on line)			
3. Participation of Stakeholders Engagement/Dialogue with Barangay Official, PTA, and other stakeholders for proper dissemination and participation to the said activity			
4. Child or Youth Find Activities Family Mapping, Home Visits/Street Visits/Others			
5. Planning and Implementation of the Registration a. Consultative Meeting b. Committee for Early Registration c. Registration Forms			



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5. Registration Centers are functional or attended to	COMPLIANT	NOT COMPLIANT	REMARKS
Elementary Level			
RC for Kindergarten			
RC for Grade 1			
Secondary Level			
RC for Grade 7			
RC for Grade 11			

II. GAPS, CONCERNS & ISSUES, RECOMMENDATIONS AND SOLUTIONS (Problems gathered during the conduct of the activity and the recommendations and solutions made)	
Gaps, Concerns, Issues and other observations	Recommendations/Solutions
Emerging Practices worth recognizing and sharing:	

\_\_\_\_\_ Monitoring Representative

Date accomplished: \_\_\_\_\_

Conforme: \_\_\_\_\_

\_\_\_\_\_ School Head



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