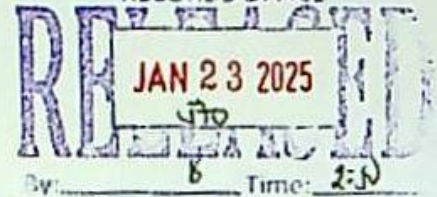




Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
 RECORDS OFFICE



Office of the Schools Division
 Superintendent

January 22, 2025

DIVISION MEMORANDUM

No. 35, s. 2025

**MONITORING OF EARLY REGISTRATION FOR INCOMING KINDERGARTEN,
 GRADES 1, 7 AND 11 FOR SY 2025-2026**

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

- As per DepEd Order No. 009, s. 2024, titled *"Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025"*, the Early Registration for School Year 2025-2026 shall be conducted from January 25 (Saturday) to February 15, 2025, nationwide.
- 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.
- 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.
- Below is the SDO Monitoring Team who shall supervise to ensure the proper implementation of the start of early registration on January 25, 2025. Likewise, the monitors shall accomplish attached monitoring tool (consolidated report) and other related document to be submitted to SGOD-M&E section on or before **February 17, 2025**.

**DIVISION MONITORING TEAM
 EARLY REGISTRATION SY 2025-2026**

Division Lead Group:

ROWENA C. BANZON EdD., CESO V, SDS
 MARIA LINDA R. VENTENILLA, CID CES

ANNA LIZA M. CHAN, CESE OIC-ASDS
 EDILBERTO R. ABALOS, SGOD CES



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Isagani D. Rosario, SEPS - M&E Edgar T. Timbol, EPS II-M&E	
Juan L. Siapno ES Lucao ES Malued ES and Special Science ES West Central ES I West Central ES II	Leonarda J. Manansala
East Central IS (Elementary) Bacayao Sur ES Pascuala G. Villamil ES Pogo-Lasip ES Lasip Grande ES	Debbie C. Gan
Mangin-Tebeng ES Tambac ES Tebeng ES Caranglaan ES	Rowena O. Lapaan
Bliss ES Bonuan Boquig ES Leon-Francisco Maramba ES Federico N. Ceralde IS (Elementary)	Jane T. Cajayon
Sabangan ES Gregorio Del Pilar ES North Central ES	Perpetua V. Barongan
Mamalingling ES Bolosan ES Salisay ES Victoria Q. Zarate ES	Alicia B. Quimboy
Lomboy ES Suit ES Pugaro IS (Elementary) Pantal ES Salapingao ES	Isabelita N. Daroya
Juan P. Guadiz ES T. Ayson Rosario ES Calmay ES Carael ES	Jaime C. Siapno
Dagupan City NHS (JHS) Bonuan Boquig NHS (JHS) Carael NHS (JHS) Salapingao NHS (JHS) Judge Jose De Venecia Sr. TVSS (JHS)	Cristina C. Aquino



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East Central IS (JHS) Federico N. Ceralde IS (JHS) Pugaro IS (JHS)	Edwin R. Ferrer
Dagupan City NHS (SHS) Bonuan Boquig NHS (SHS) Carael NHS (SHS) Salapingao NHS (SHS) Judge Jose De Venecia Sr. TVSS (JHS) East Central IS (SHS) Federico N. Ceralde IS (SHS) Pugaro IS (SHS)	

- Personnel who will serve as monitors of Early Registration SY 2025-2026 shall be entitled with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and DBM Joint Circular No. 2, s. 2004 entitled Non- Monetary Remuneration of Overtime Service Rendered.
- For the information, guidance and compliance of all concerned.


ROWENA G. BANZON EdD, CESO V
Schools Division Superintendent



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MONITORING TOOL FOR EARLY REGISTRATION

School Year: **2025-2026**

School Name: _____ School Head: _____
 District: _____ Monitoring Date: _____

I. TENTATIVE ENROLMENT as of _____ (monitoring date & time)

GRADE LEVEL	MALE	FEMALE	TOTAL
KINDERGARTEN			
GRADE 1			
GRADE 7			
GRADE 11			
TOTAL			

II. 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. <u>Registration Centers</u> 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			

III. 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:	

 Monitor
 Date accomplished: _____

Conforme:

 School Head



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