



DEP-ED SDO N.E.
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MAY 12 2023

Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

RECORDS SECTION

10 May 2023

DIVISION MEMORANDUM
No. 138 s. 2023

CONDUCT OF EARLY REGISTRATION FOR THE SCHOOL YEAR 2023-2024

To: Assistant Schools Division Superintendents
Chiefs of Division, CID and SGOD
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
District LIS Chairpersons/School LIS Chairpersons
All Others Concerned

1. In reference to DepEd Order No. 10, s. 2023, entitled Amendment to DepEd Order No. 03, s. 2018, all schools are enjoined to conduct the Early Registration for the School Year 2023-2024 from May 10 to June 9, 2023.
2. As reiterated in DO 10 s. 2023, all incoming learners enrolling in Kindergarten and Grades 1, 7, and 11 in all public elementary and secondary schools shall pre-register or participate in the early registration. While incoming Grades 2-6, 8-10, and 12 learners from public schools are considered pre-registered, thus they do not need to participate in the early registration. However, private schools are encouraged to conduct their respective early registration activities in the same timeframe
3. All school heads and LIS chairpersons are enjoined to update the data in the Early Registration Facility in the Learner Information System (LIS) using the school head or system admin account every 3:00 pm.
4. The school head shall designate an Enrollment Focal Person to serve as the contact person for queries and information about the early registration.
5. All schools are requested to use the revised Basic Education Enrollment Form (BEEF). Please see attached enclosure 1.
6. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
7. Further, school heads shall ensure that information, dissemination and advocacy campaigns are in place to inform the public in their respective communities and encourage out-of-school children and youth and parents/guardians of prospective learners to enroll. They are encouraged to put up enrollment desks in a conspicuous and easily accessible area in the school.
8. Teachers who will be assigned in the early registration shall be granted service credits for the actual service they have rendered which falls on Saturday, per DepEd Order No. 53, s. 2003. Likewise, non-teaching personnel shall be granted with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of



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Budget and Management (DBM) Joint Circular No.2, s 2004 non-monetary remuneration for overtime service rendered.

9. The monitoring and evaluation of the Early Registration shall be conducted by the School Governance and Operations Division (SGOD) with the Planning Officer III as the focal person. Please see attached enclosure 2.

10. Immediate and wide dissemination of this Memorandum is desired.

Engr. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent

RONILO E. HILARIO
Assistant Schools Division Superintendent

Encl.: As stated

Reference: DO 10 s. 2023, DO 03, s.2018

To be included in the Perpetual Index

under the following subjects:

EARLY REGISTRATION

ENROLLMENT

DM 2023 Conduct of Early Registration for 2023-2024
3-5/ETD 05-10-2023



BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

School Year -
 Grade level to Enroll:

Check the appropriate box only
 1. With LRN? Yes No 2. Returning (Balik-Aral) Yes No

INSTRUCTIONS:

Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

LEARNER INFORMATION

PSA Birth Certificate No. (if available upon registration) _____ Learner Reference No.

(LRN) Last Name Birthdate (mm/dd/yyyy) Place of Birth (Municipality/City)

First Name Sex Male Female Age Mother Tongue

Middle Name Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community
 Yes No If Yes, please specify: _____

Extension Name e.g. Jr., III (if applicable) Is your family a beneficiary of 4Ps? Yes No

If Yes, write the 4Ps Household ID Number below

Is the child a Learner with Disability? Yes No

If Yes, specify the type of disability:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Visual Impairment | <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Intellectual Disability |
| <input type="checkbox"/> a. blind | <input type="checkbox"/> Autism Spectrum Disorder | <input type="checkbox"/> Emotional- Behavioral Disorder | <input type="checkbox"/> Orthopedic/Physical Handicap |
| <input type="checkbox"/> b. low vision | <input type="checkbox"/> Speech/Language Disorder | <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Special Health Problem/ Chronic Disease |
| <input type="checkbox"/> Multiple Disorder | | | <input type="checkbox"/> a. Cancer |

Current Address

House No.	Sitio/Street Name	Barangay
Municipality/City	Province	Country Zip Code

Permanent Address Same with your Current Address? Yes No

House No./Street	Street Name	Barangay
Municipality/City	Province	Country Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name

Last Name	First Name	Middle Name	Contact Number
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Mother's Maiden Name

Last Name	First Name	Middle Name	Contact Number
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Legal Guardian's Name

Last Name	First Name	Middle Name	Contact Number
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For Returning Learner (Balik-Aral) and Those Who will Transfer/Move In

Last Grade Level Completed _____

Last School Year Completed _____

Last School Attended _____

School ID

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For Learners in Senior High School

Semester 1st 2nd

Track _____

Strand _____

If school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for your child?

Choose all that apply:

- | | | | |
|--|---|--|----------------------------------|
| <input type="checkbox"/> Modular (Print) | <input type="checkbox"/> Online | <input type="checkbox"/> Radio-Based Instruction | <input type="checkbox"/> Blended |
| <input type="checkbox"/> Modular (Digital) | <input type="checkbox"/> Educational Television | <input type="checkbox"/> Homeschooling | |

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian

Date

M&E PERSONNEL FOR THE EARLY REGISTRATION

MAY 13, 20, 27, JUNE 3, 2023

DISTRICT	MONITORING PERSONNEL
Aliaga	Maria Luisa Gamino
Cuyapo East	Jet Lee L. Ocampo
Cuyapo West	Jet Lee L. Ocampo
Guimba East	Erwin T. Donelo
Guimba West	Erwin T. Donelo
Licab	Maria Luisa Gamino
Nampicuan	Jet Lee L. Ocampo
Quezon	Sherry Ann Palasigue
Sto. Domingo	Joel V. Cruz
Talavera North	Erwin T. Donelo
Talavera South	Joel V. Cruz
Zaragoza	Irylaine T. Gapud
Carranglan	Hermogenes Camangeg
Llanera	Rowena Castillo
Lupao	Hermogenes Camangeg
Pantabangan	Rowena Castillo
Rizal	Rowena Castillo
Talugtug	Maria Luisa Gamino
Bongabon	Raquel Moana M. Abolencia
Gabaldon	Raquel Moana M. Abolencia
Gen. M Natividad	Mark Jayson Valdez
Laur	Mark Denisse De Jesus
Palayan City	Raquel Moana M. Abolencia
Santa Rosa North	Irylaine T. Gapud
Santa Rosa South	Irylaine T. Gapud
NEHS JHS & SHS	Irylaine T. Gapud
Cabiao	Mark Anthony Calabano
General Tinio	Mark Jayson Valdez
Jaen North	Mark Denisse De Jesus
Jaen South	Mark Denisse De Jesus
Peñaranda	Ciara Faye Mangulabnan
San Antonio	Mark Anthony Calabano
San Isidro	Mark Anthony Calabano
San Leonardo	Mark Jayson Valdez