



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF TABUK CITY**



Division Memorandum

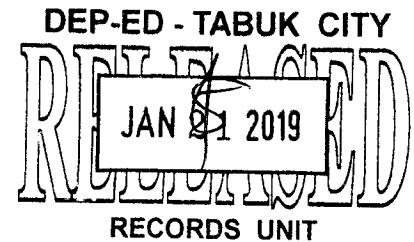
No. 18 s. 2019

TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEMENTARY & SECONDARY SCHOOL HEADS

FROM: *B* BENEDICTA B. GAMATERO *es*  
OIC-Schools Division Superintendent

SUBJECT: K-12 EARLY REGISTRATION FOR SY 2019-2020

DATE: January 16, 2019



1. The Department of Education (DepEd) is scheduled to conduct the Early Registration of incoming Kindergarten, Grades 1, 7 and 11 learners in all public schools nationwide starting this January 2019.
2. Based on the "Basic Education Enrollment Policy" issued by Education Secretary of Education in DepEd Order No. 3 series of 2018, the Early Registration – which covers incoming kinder, grade 7 and grade 11 learners in public schools "shall be conducted from the last Saturday of January to the last Friday of February of each year." For 2019, the last Saturday of this month falls on January 26 while the last Friday of next month falls on February 22.
3. All schools shall post the early registration activities on the facebook account SGOD DepEd Tabuk City and prepare tarpaulins (with dimensions of 4ft W x 6ft L) on early registration.
4. School heads are advised to closely coordinate with the Division Task Force in all activities in order to find children and youth not currently enrolled and bring them back to school. In line with this, all Public Elementary & Secondary Schools are required to submit reports using the attached templates in hard and soft copies duly approved and signed by the Public Schools District Supervisors In-Charge on Feb.15,2019.
5. Further, School Heads are advised to submit early registration data in the Learners Information System (LIS). Please be reminded that incoming kindergarten must strictly comply with the cut-off age policy. (Kindergarten learners should be five (5) years old by July 1). If their School Year opens in July, with an extension period until September 30. (DO 20 s.2018)
6. The Division Task Force on the Early Registration Program is indicated in Enclosure 1.
7. Personnel who conducted early registration monitoring during Saturdays is entitled for a Compensatory Time Off.
8. Wide dissemination of and compliance to this Memorandum is desired.