



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent

22 January 2020

DIVISION MEMORANDUM
 No. 33, s. 2020

EARLY REGISTRATION FOR SCHOOL YEAR 2020-2021

To: All Public Elementary and Secondary Schools
 CID and SGOD Chiefs
 Education Program Supervisors
 Public School District Supervisors
 All SGOD Personnel
 All District ADASs
 All Others Concerned

1. All public elementary and secondary schools are hereby reminded of the conduct of Early Registration for the next school year as per DepEd Order No. 03, s. 2018. In light of this, the Early Registration for School Year 2020-2021 is moved to February 1 to March 6, 2020.

2. This month-long initiative of our Department aims to ensure that the right of the child to education is recognized and respected, and that all school-aged learners must be enrolled and be provided equally with quality, accessible, relevant, and liberating basic education.

3. The following are the eligibility and documentary requirements:

Level	Eligibility	Documents
Kinder	<ul style="list-style-type: none"> 5 years old on or before August 31, 2020 	<ul style="list-style-type: none"> PSA/NSO Birth Certificate <i>(In the absence of PSA/NSO birth certificate. Local Civil Registrar (LCR) birth certificate, baptismal or barangay certificate shall be submitted)</i>
Grade 1	<ul style="list-style-type: none"> Kinder completer PEPT passer for Kinder Level Non-Kinder completer but at least 6 years old on or before August 31, 2020, has undergone KCEP (Kindergarten Catch-up Education Program), and assessed as Grade 1-ready as per ECD checklist 	<ul style="list-style-type: none"> Kindergarten Certificate of Completion Result of PEPT Result of ECCD Assessment Checklist PSA/NSO Birth Certificate <i>(In the absence of PSA/NSO birth certificate. Local Civil Registrar (LCR) birth certificate, baptismal or barangay certificate shall be submitted)</i>



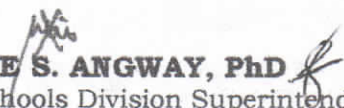
Address: City Hall Compd., Dagupan Centro, Tabuk City, Kalinga
 Email: tabuk.city@deped.gov.ph
 Website: <https://www.depedtabukcity.com>

Level	Eligibility	Documents
Grade 7	<ul style="list-style-type: none"> • Grade 6 completer • PEPT passer for Grade 6 • ALS A&E Elementary passer 	<ul style="list-style-type: none"> • SF 9 • Result of PEPT • Result of ALS A&E • PSA/NSO Birth Certificate
Grade 11	<ul style="list-style-type: none"> • Grade 10 completer • PEPT passer for Grade 10 • ALS A&E Secondary passer (2018 or earlier) 	<ul style="list-style-type: none"> • SF 9 • Result of PEPT • Result of ALS A&E • PSA/NSO Birth Certificate
<p>Note: Incoming Grades 2-6, Grades 8-10, and Grade 12 are considered pre-registered.</p>		

4. All schools shall accomplish these basic forms: Basic Education Enrollment Form (Annex 1) and SY 2020-2021 Early Registration Form (Annex 2).

5. All schools' Early Enrollment reports shall be submitted to the Division Office on or before March 9, 2020.

6. Immediate dissemination of the memorandum is desired for the information and compliance of all concerned.


IRENE S. ANGWAY, PhD
 Assistant Schools Division Superintendent
 Officer-in-Charge, Office of the Schools Division Superintendent

Encl.: As stated

References: DepEd Order Nos. 3, s. 2018, 47, s. 2016 and 44, s. 2015

*sgod/smme/aka/ fn: 2020 Early Registration
January 22, 2020*



BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

Check the appropriate box only:

School Year: -

No LRN With LRN Returning (Balik-Aral)

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.

STUDENT INFORMATION

PSA Birth Certificate No. _____

Learner Reference No. (LRN)

LAST NAME

FIRST NAME

MIDDLE NAME

EXTENSION NAME e.g. Jr., III (if applicable) _____

DATE OF BIRTH (Month/Day/Year) / / SEX MALE FEMALE AGE _____

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

Mother Tongue _____

ADDRESS

House Number and Street _____

Barangay _____

City/Municipality/Province/Country _____ Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name (Last Name, First Name, Middle Name) _____

Mother's Maiden Name (Last Name, First Name, Middle Name) _____

Guardian's Name (Last Name, First Name, Middle Name) _____

Telephone No. _____ Cellphone No. _____

For Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move in

Last Grade Level Completed _____ Last School Year Completed _____

School Name _____ School ID

School Address _____

For Learners in Senior High School

Semester 1st Sem 2nd Sem

Track _____ Strand (if any) _____

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 _____

For use of DepEd Personnel Only. To be filled up by the Class Adviser.

DATE OF FIRST ATTENDANCE (Month/Day/Year) / /

Grade Level _____ Track (for SHS) _____

