



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JAN 22 2025

MEMORANDUM

No. 023, s. 2025

**EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance & Operations Division  
Public and Private Elementary and Secondary School Heads/OICs  
All Others Concerned

1. Attached is DepEd Regional Memorandum No. 044, s. 2025, dated January 7, 2025, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.
2. It was announced in the abovementioned provision, that the Early Registration for the SY 2025-2026 **will begin on January 25, 2025.**
3. The term "early registration" describes the pre-registration of incoming Kindergarten, Grades 1, 7, and 11 learners that takes place before start of classes. According to DepEd rules, learners in other grade levels are already considered "pre-registered."
4. All public elementary and secondary schools in this Division are required to conduct Early Registration for incoming Kindergarten, Grades 1, 7, and 11 learners which shall start from the last Saturday of January to the last Friday of February of this year.
5. In order to guarantee accurate reporting, both public and private schools are required to use the school head's LIS account to encode and update learner data every day in the Early Registration facility.
6. The **kindergarten cutoff age** as specified in **DepEd Order No. 20, s. 2018 (Amendment to DepEd Order No. 47, s. 2016)**, is to be **strictly enforced and implemented by public and private school authorities**. The requirement that kindergarten learners be five (5) years old by the following:

Date of Opening of Classes	Cut-off Date
June	August 31
July	September 30
August	October 31




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

---

7. All public and private elementary and secondary schools must engage in several initiatives to attract potential registrants and be ready for early registration, including other stakeholders in the process and make sure that all new entrants are registered for the School Year 2025–2026 for Kindergarten, Grades 1, 7, and 11.
8. For any questions or concerns, please contact the SGOD-Planning & Research Section via email at [planning.sdomuntinlupa@deped.gov.ph](mailto:planning.sdomuntinlupa@deped.gov.ph).
9. Immediate dissemination and compliance with this Memorandum are directed.

  
**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent 

Enclosure: none  
References: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

KINDERGARTEN EDUCATION  
ADMISSION  
LEARNERS  
POLICY  
ENROLLMENT

JDN/DM/EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026  
023 / January 20, 2025

NUM-2025-023

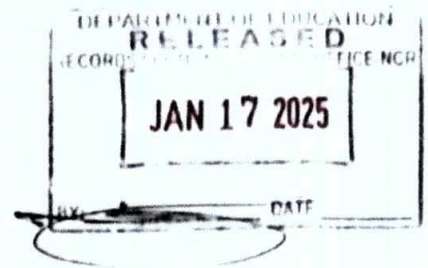


Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
84237560, 84237561, 84237562  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

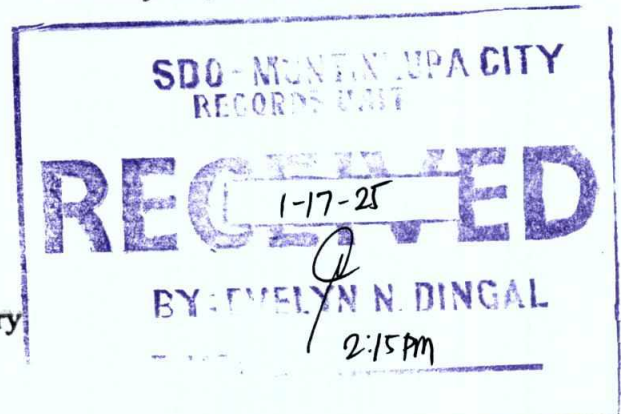


January 07, 2025

**REGIONAL MEMORANDUM**

No: 044, s. 2025

**To:** Schools Division Superintendents  
Division Planning Officers  
Public and Private Elementary and Secondary  
School Heads  
All Others Concerned



**EARLY REGISTRATION FOR SCHOOL-YEAR 2025-2026**

1. In reference to DepEd Order No. 009, s. 2024, titled "Implementing Guidelines on the School Calendar and Activities for School Year 2024-2025," early registration for incoming Kindergarten, Grades 1, 7, and 11 for School Year 2025-2026 will begin on January 25, 2025.
2. Early registration refers to the pre-registration of incoming Kindergarten, Grades 1, 7 and 11 learners, conducted prior to the start of classes. Meanwhile, learners in other grade levels are already deemed "pre-registered" in accordance with DepEd's policy.
3. All public elementary and secondary schools in the region are required to conduct early registration for incoming kindergarten, Grades 1, 7 and 11 learners starting from the last Saturday of January to the last Friday of February each year.
4. To ensure accurate reporting, all public and private schools are directed to encode and update learners' data daily in the Early Registration facility using the school head's or school administrator's account in the LIS.
5. Authorities of public and private schools are reminded to strictly enforce and implement the Kindergarten cut-off age as stipulated in D.O. No. 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

---

6. The Schools Division Offices (SDOs) and schools shall conduct various activities to prepare for early registration and to reach prospective registrants, involving other stakeholders in the process.
7. Ensure that all new entrants for Kindergarten, Grades 1, 7, and 11 in public and private elementary and secondary schools in your respective divisions are registered for School Year 2025-2026.
8. For questions and clarifications, please contact the Planning Service-Education Management Information System Division (PS-EMISD) via email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph) or the Policy, Planning, and Research Division at [pprd.ncr@deped.gov.ph](mailto:pprd.ncr@deped.gov.ph).
9. Immediate dissemination of this Memorandum is directed.

**JOCELYN DR. ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In-Charge  
Office of the Assistant Secretary for Operations

pprd






ONE NCR  
STRONGER  
TOGETHER

# EARLY REGISTRATION

January 25 - February 28

S.Y 2025 - 2026



Kindergarten

Grades 1, 7, 11