



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

1 FEB 03 2025

MEMORANDUM

No. 044, s. 2025

**CORRIGENDUM TO DIVISION 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
Administrative Officer V
All Others Concerned

1. Attached is DepEd Regional Memorandum, dated January 27, 2025, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.
2. In reference to Unnumbered Memorandum dated January 21, 2025, from the DepEd Central Office, the updated schedule for early registration is from January 25, 2025 to February 15, 2025. The timetable originally suggested in Regional Memorandum No. 44, s. 2025 is superseded.
3. For information and guidance.

For:

VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

By:

FLORANTE C. MARMETO

Chief Education Supervisor, CID
Officer-in-Charge

Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

KINDERGARTEN EDUCATION
ADMISSION
LEARNERS
POLICY
ENROLLMENT

JDN/DM/CORRIGENDUM TO DIVISION MEMORANDUM NO. 023, S. 2025 EARLY REGISTRATION FOR SY 25-26

044 /February 3, 2025

NUM-2025-044

044



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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
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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.
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

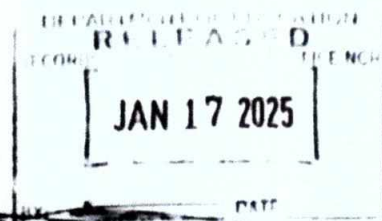
NUM-2025-023



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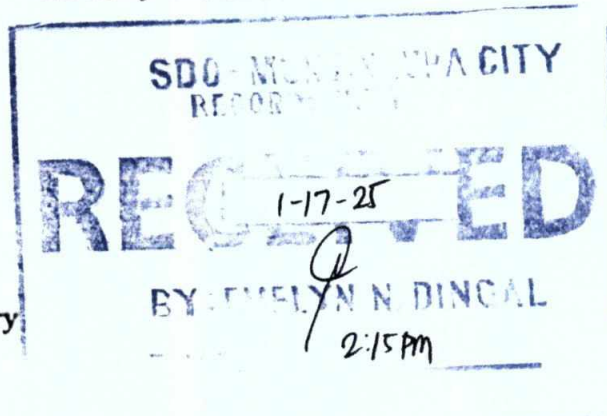


January 07, 2025

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 or the Policy, Planning, and Research Division at 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

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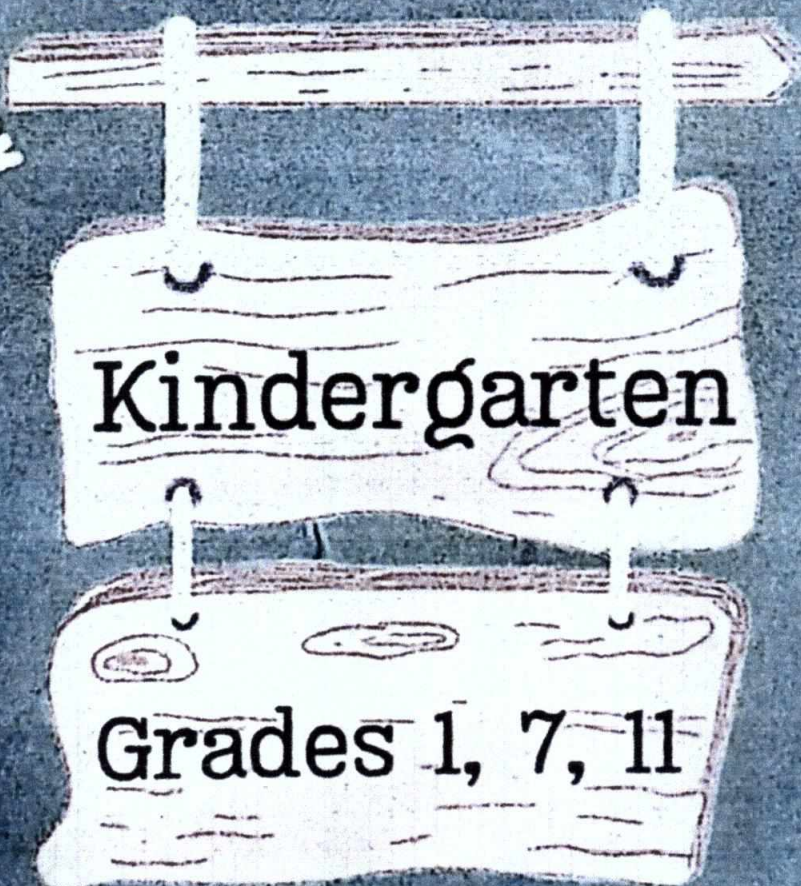


ONE NCR
STRONGER
TOGETHER

EARLY REGISTRATION

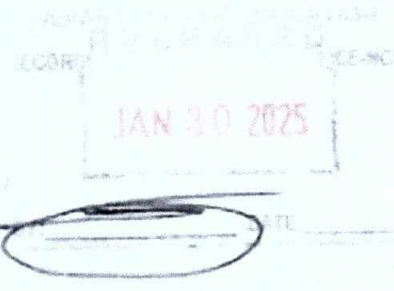
January 25 - February 28

S.Y. 2025 - 2026





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



January 27, 2025

**Corregendum to Regional Memorandum No. 044 s. 2025
(EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026)**

**TO : Schools Division Superintendents
Division Planning Officers
Public Elementary and Secondary Schools Heads
All others concerned**

1. Per the attached latest Unnumbered Memorandum dated January 21, 2025, from the DepEd Central Office, the updated schedule for early registration is from January 25 to February 15, 2025. This supersedes the previously advised schedule indicated in Regional Memorandum No. 044, s. 2025
2. For information and guidance.

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



Republic of the Philippines
Department of Education

MEMORANDUM

FOR : **MINISTER, BASIC HIGHER AND TECHNICAL EDUCATION,
BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM : **RONALD U. MENDOZA, PhD**
Undersecretary for Strategic Management

MALCOLM S. GARMA
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

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

DATE : 21 January 2025

Pursuant with the DepEd Order No. 03, s. 2018, "Basic Education Enrollment Policy", and DO 09, s. 2024 or the "Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2024-2025", the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7, and 11 learners in public schools for **School Year 2025-2026** shall commence on **25 January 2025 and ends on 15 February 2025**.

Early registration is conducted to ensure that all new entrants for the abovementioned grade-levels are registered.

All public elementary and secondary schools shall be guided accordingly of the following matters:

1. Early registration may be done through face-to-face registration within the schools and/or implement other means of reaching out to learners and collecting early registration forms.
2. Public elementary and secondary schools shall use the printed or electric copy of the Basic Education Early Registration Form to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners are properly captured. A copy of the said Form is attached as Annex 1 to this memorandum and can be downloaded here: https://bit.ly/SY2025_2026EarlyRegForm.



3. Daily reporting of the school's early registration data in the Learner Information System (LIS) - Early Registration facility shall be done using the School Head or School Administrator account.
4. 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).
5. Schools shall also intensify the conduct of child-mapping or house-to-house activities to encourage parents/guardians to register school-aged children and Out-of-School Children and Youth (OSCY) in the communities.
6. Schools Division Superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage parents/guardians of prospective learners to participate in the Early Registration for SY 2025-2026.

For more information, please contact the **Policy and Planning Service – Education Management Information System Division (PPS-EMISD)** through email at ps.emisd@deped.gov.ph, or you may visit them on 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City.

