



AW - NIV - 0101

Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

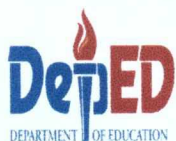
Office of the Schools Division  
Superintendent

MEMORANDUM

PREPARATION FOR THE CONDUCT OF EARLY REGISTRATION  
FOR SCHOOL YEAR 2026-2027

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

1. In anticipation of the **Early Registration** for **School Year 2026-2027** scheduled in January 2026, all public elementary and secondary schools are hereby directed to initiate the necessary preparatory activities to ensure a well-coordinated, inclusive, and efficient implementation of the program.
2. This initiative aligns with the **DepEd NCR Top 5 Priorities**, particularly **“Keep School-Age Children in School,”** and supports the **Division Road Map Siklab DUNONG** under **Pillar I: Deliver Universal Access and Retention Program**, which underscores the Department’s commitment to ensure that all school-age children have equitable access to quality basic education and remain in school.
3. Accordingly, the following guidelines are to be observed:
  - a. **Coordination with the Barangay and Local Stakeholders**
    - The School Planning Team (SPT) shall lead preparatory activities for Early Registration in coordination with their respective Barangay officials, including the Barangay Council for the Protection of Children (BCPC) and Barangay Health Workers, for the conduct of Child Mapping and validation of school-age population data.
    - Collaboration with Day Care Centers, Local Government Units (LGUs), PTAs, and community-based organizations is strongly encouraged to ensure the inclusion of out-of-school children and youth (OSCY) and other potential enrollees.
  - b. **Child Mapping and Data Updating**
    - The conduct of Child Mapping shall ensure the collection and validation of data on all children aged 4-17 years within the school’s area of responsibility.
    - The data gathered will be used to update the Learner Information System (LIS) and assist in identifying potential new entrants, transferees, and out-of-school children and youth (OSCY).



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)

A - 110426

AW - 2025 - 09-8



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**c. Community Awareness and Advocacy**


- Schools shall intensify advocacy and information dissemination campaigns on the importance of Early Registration, especially among parents and guardians.
- Partnerships with Barangay officials, PTAs, faith-based organizations, and other local partners are encouraged to help reach all potential learners and promote inclusivity.

**d. Monitoring, Technical Assistance, and Reporting**

- Public Schools District Supervisors (PSDS) shall closely monitor the preparation and conduct of Early Registration in their respective assigned schools to ensure adherence to the guidelines and timelines.
- PSDS are likewise expected to provide technical assistance and on-site support to School Heads and School Planning Teams during the Child Mapping and Barangay coordination activities.
- School Heads should ensure that all preparatory activities, coordination meetings, and Child Mapping outputs are properly documented.
- A brief narrative report on the preparatory activities and Barangay coordination shall be submitted to the School Governance and Operations Division (SGOD), Planning and Research Section, with a copy furnished to Dr. Marissa M. Andanza, Team Lead of Pillar I, **on or before December 15, 2025**, for monitoring and consolidation.

4. This memorandum reiterates the collective responsibility of schools, district offices, and community partners to ensure that **no school-age child is left behind**, in full alignment with the DepEd NCR Top 5 Priorities and the Division Road Map Siklab DUNOnG under Pillar I: Deliver Universal Access and Retention Program.

5. For immediate dissemination and strict compliance.

  
**VIOLETA M. GONZALES, CESO VI**  
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:

LEARNER

SCHOOL

EARLY REGISTRATION

JDN/DM/Preparation for the Conduct of Early Registration for School Year 2026–2027

448 / November 3, 2025

UN-2025-448



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)