



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 012, s. 2026

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. Pursuant to **DepEd Order No. 12, s. 2025**, titled “**Multi-Year Implementing Guidelines on the School Calendar and Activities**,” and the **Division Unnumbered Memorandum** dated November 3, 2025, “**Preparation for the Conduct of Early Registration for School Year 2026–2027**,” and in line with the Department of Education’s thrust to ensure access, equity, and retention in basic education, all public elementary and secondary schools in the Division are hereby directed to conduct Early Registration from **January 31 to February 27, 2026** for School Year 2026–2027.

2. This activity supports the **DepEd NCR Top Priority, “Keep School-Age Children in School,”** and is aligned with the **Division 3-Year Road Map Siklab DUNONG**, particularly **Pillar I: Deliver Universal Access and Retention Program**, which aims to identify, locate, and encourage all school-age children to enroll and stay in school.

3. The conduct of Early Registration shall serve as a key mechanism to:

a. identify potential new entrants, transferees, balik-aral learners, and Out-of-School Children, Youth, and Adults (OSCYA);

b. generate accurate and reliable data for planning, resource allocation, and school readiness; and

c. strengthen school–community collaboration in promoting access to basic education.

4. All public and private elementary and secondary schools must engage in several initiatives to attract potential registrants and ensure readiness for Early Registration. Schools shall include other stakeholders in the process and make sure that all new entrants are registered for School Year 2026–2027, particularly for Kindergarten, Grades 1, 7, and 11, as well as transferees, balik-aral learners, and Out-of-School Children, Youth, and Adults (OSCYA), to support universal access and improved participation rates.



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5. To ensure the effective implementation of Early Registration, the following guidelines shall be observed:

a. School-Level Implementation

- School Heads shall lead the planning and conduct of Early Registration activities through the School Planning Team (SPT).
- Registration may be conducted through school-based, community-based, and/or house-to-house strategies, as applicable, to ensure maximum reach.
- Schools shall ensure that registration desks are properly manned and that parents/guardians are adequately assisted during the process.

b. Coordination with Barangays and Community Stakeholders

- Schools shall coordinate with Barangay officials, including the Barangay Council for the Protection of Children (BCPC), Barangay Health Workers, and other community partners, to support child mapping and learner identification.
- Collaboration with Day Care Centers, Local Government Units (LGUs), Parent-Teacher Associations (PTAs), faith-based organizations, and community-based groups is encouraged to reach all potential learners, especially those at risk of dropping out.

c. Child Mapping and Data Management

- Child mapping activities shall be intensified prior to and during Early Registration to account for all children aged 4–17 years within the school's catchment area.
- Data gathered shall be validated and used to update the Learner Information System (LIS) and other relevant planning databases.

d. Advocacy and Information Dissemination

- Schools shall intensify advocacy campaigns on the importance of Early Registration through announcements, posters, social media platforms, and community assemblies.
- Emphasis shall be given to encouraging parents and guardians to register learners early to ensure smooth school opening and appropriate planning.

e. Monitoring, Technical Assistance, and Reporting

- Public Schools District Supervisors (PSDS) shall monitor the conduct of Early Registration in their respective districts and provide the necessary technical assistance to schools
- School Heads shall ensure proper documentation of all activities and submit a brief narrative report highlighting issues encountered and best practices to the School Governance and Operations Division (SGOD) within the prescribed timeline. A hard copy shall be submitted to the Planning & Research Section, and a soft copy shall be uploaded through <https://tinyurl.com/M07-Early-Reg-SY26-27>.



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6. All concerned personnel are enjoined to actively support and ensure the successful conduct of Early Registration as a shared responsibility in achieving universal access, improved participation, and learner retention across the Division.
7. For inquiries and clarifications, please email the SGOD-Planning & Research Section at planning.sdomuntinlupa@deped.gov.ph.
8. 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/ Conduct of Early Registration for School Year 2026–2027
012 / January 12, 2026

NUM-2026-012



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