



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

Office of the Schools Division
Superintendent

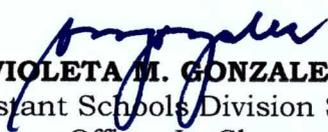
FEB 02 2026

MEMORANDUM
No. 051, s. 2026

**IMPLEMENTATION OF 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 and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. This Office strictly implements the conduct of the preparation of opening of classes particularly the **“Early Registration of Learners for SY 2026-2027”** for incoming Grades 1, 7, and 11, and potential ALS learners shall be conducted from the last Saturday (**Jan. 31, 2026**) to the last Friday of February (**February 27, 2026**) of every year or on schedule determined by the Department.
2. This activity is also responsive to **DM 14, S. 2022** especially the process of **“Data Management”** serve as avenue and mechanism in generating accurate and reliable data as well as the manner of identifying potential enrollees intended for decision making and any strategic solutions to the needs of the educational community.
3. The school heads shall ensure the following:
 - a. Organize School Planning Team;
 - b. Provision of registration desks is advise to assist the parents/guardians during the process of registration;
 - c. Ensure also the coordination with Barangay officials including Barangay Health Workers, Barangay Council for the Protection of Children (BCPC), and other related community partners. Collaboration with Local Government Units (LGUs), Parent-Teacher Associations (PTAs), Day Care Centers and alike shall observe for securing learners at risk of dropping out.
4. Public Schools District Supervisors (PSDSs) are advised to monitor the conduct of Early Registration in each cluster.
5. For immediate dissemination of information, guidance, and compliance of all concerned in ensuring strict compliance.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated.
To be indicated in the Perpetual Index
Under the following subjects
REGIONAL ACTIVITIES
YCM/ IMPLEMENTATION OF THE CONDUCT OF EARLY REGISTRATION
FOR SCHOOL YEAR 2026-2027
/ February 2, 2026

051

NUM-2026-051



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