



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEBRUARY 03, 2026

MEMORANDUM

No. 055, s. 2026

**ADDENDUM TO RM 072, 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 & Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In reference to Regional Memorandum No. 072, s. 2026, and Regional Memorandum No. 080, s. 2026, titled "Addendum to RM 072, s. 2026: Implementation of the Conduct of Early Registration for School Year 2026-2027," this Office hereby reiterates and adopts the additional mechanisms to ensure the effective implementation of Early Registration for SY 2026-2027.

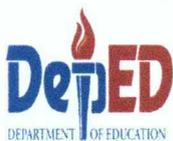
2. The Schools Division Office and all public elementary and secondary schools shall utilize the prescribed **Progress Monitoring and Evaluation (M&E) Report Tools** for Early Registration (Annexes A, B, and C), categorized as follows:

- a. Annex A – M&E of SDO to Regional Office
- b. Annex B – M&E of SDOs to Schools
- c. Annex C – M&E of Schools to SDO

These tools should be used to systematically monitor the implementation of Early Registration across governance levels. All concerned officials are directed to ensure proper accomplishment and submission of the required reports. Appropriate signatures of authorized officials shall be secured to uphold the validity and reliability of submitted data. The duly accomplished tools shall be submitted to the **School Management, Monitoring and Evaluation (SMME) Section** for consolidation and appropriate reporting to higher offices.

3. All early registered learners shall be encoded in the Learner Information System (LIS) using the additional facility created specifically for Early Registration. While schools and the Division may adopt internal strategic mechanisms for validation and real-time monitoring, all final and official data entries must be recorded in the LIS.

4. Concerned schools may access the official advocacy materials, including the Main Poster, FAQs, Tarpaulin layout, and cover photo, through the following link: **<https://tinyurl.com/TarpInfo26>**. Schools may develop alternative tarpaulin designs, provided that these are compliant with existing DepEd policies and strictly free from any political content.



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num - 2026 - 055



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5. School Heads are directed to organize or reconstitute the Standard Team for Early Registration 2026 in accordance with **Annex D** of the Regional Memorandum, clearly defining the duties and responsibilities of each member to ensure smooth and orderly conduct of the activity.
6. The **Public Schools District Supervisors (PSDS)**, the **Senior Education Program Specialist (SEPS)** of SMME, and **Education Program Specialist II** are hereby directed to closely monitor the conduct of Early Registration in their respective districts and assigned areas of supervision, ensuring compliance with the provisions of the Regional and Division Memoranda, as well as the accuracy, completeness, and timeliness of data reporting.
7. For inquiries and clarifications, please email the SGOD-Planning & Research Section at planning.sdomuntinlupa@deped.gov.ph.
8. Immediate dissemination of, and strict compliance with this Memorandum are hereby directed.


VIOLETA M. GONZALES, CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

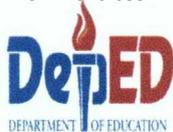
Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

LEARNER
SCHOOL
EARLY REGISTRATION

JDN/DM/ Addendum to RM 072, s. 2026 "Implementation of the Conduct of Early Registration for School Year 2026-2027

055 / February 3, 2026

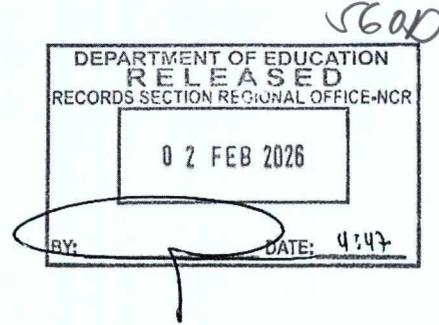
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February 02, 2026

REGIONAL MEMORANDUM

No. 080, s. 2026

RECEIVED BY: *[Signature]*
 MARLON A. SALONGA
 SDO-MUNTINLUPA RECORDS UNIT

To: Schools Division Superintendent
 SGOD Chief
 CID Chief
 Public School District Supervisors
 Planning Officer III
 Public Elementary and Secondary School Heads
 All Others Concerned

ADDENDUM TO RM 072, S. 2026 "IMPLEMENTATION OF THE CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2026-2027"

- In reference to **RM 072, s. 2026**, the additional mechanisms to implement the conduct of Early Registration 2026 are Progress Monitoring and Evaluation Report Tools, new facility mechanism in LIS in data encoding of early registered learners, and standard tarpaulin.
- The Schools Division Offices and various schools will be using the attached Progress Monitoring and Evaluation Report in Early Registration (see Annex A, B, and C). The tools are classified as, **Annex A: M&E of SDO to RO; Annex B: M&E of SDOs to Schools; Annex C: M&E of Schools to SDO**. This tool intensify to monitor the strict implementation of Early Registration 2026 between and among Region Office, Schools Division Offices, and schools. Signature of the authorities are important to secure the validity and reliability of indicated context.
- Data encoding of early registered learners will be inputted in the **Learners' Information System (LIS)** as additional created mechanism facility of data management. However, the SDOs are free to create strategic mechanism/s in the updates of validation and monitoring the real time data encoding but still the final inputs are need to enter in the LIS system.
- Access this link: <https://tinyurl.com/TarpInfo26> in order to gather the intended Main Foster, FAQs, Tarpaulin, and cover photo to be used in disseminating information. Creation of alternative tarpaulin is accepted but it must be free to political campaign.
- Refer to the **Annex D** in terms of creation of Standard Team of Early Registration 2026 with their specific duties and responsibilities.



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 2





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Department of Education
NATIONAL CAPITAL REGION

6. For immediate dissemination of information, guidance, and compliance of all concerned in ensuring strict compliance.

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

PPRD/hdv



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Annex A: M&E of SDO to RO

PROGRESS MONITORING AND EVALUATION REPORT IN EARLY REGISTRATION
(Rendered Implementation Practices of RO as measured by SDOs)
Name of Schools Division Office: _____
District Number: _____
Name of assigned Public Schools District Supervisors: _____
Name of School: _____

Directions: The tool given below will be facilitated by PSDS as focal person (cited to DO 003, s. 2018) as well as the crafted SDO Team in order to rate the realistic and the actual implementation of Early Registration of all schools that correlates to DepEd - NCR Priority 1 'Keep School-Age Children in School'. To facilitate the appropriate M&E, please look for the necessary documents to intensify the actual, realistic, and strict implementation about Early Registration in order to enact the DepEd-NCR Priority 1. Put check under the implementation status to determine whether implemented or not implemented then, provide the TASKKI rendered by the region if there is/are needed to indicate.

Early Registration Monitoring Variables:	Intended Means of Verification	Implementation Status		Rendered Regional Office Technical Assistance and Supervising Key-Knowledge Inputs (TASKKI) to SDOs
		Implemented	Not Implemented	
A. Regional Leadership Initiative Services				
1. Structured the Regional Team Implementers of Early Registration.	Memorandum			
2. Implemented clear Terms of Reference (TOR) for each team members.	Memorandum			
3. Intensified collaboration and continuous improvement between and among internal and external offices through proper coordination.	Memorandum, MOA/MOU/Acceptance letter of request			
4. Intensified the encouragement and involvement of parents in the cycle of early registration to be adopted and gathered by SDOs and schools.	Memorandum			
B. Communication and Community Extension Services				
1. Ensured communicative mechanisms to stakeholders including Barangay Health Workers, Barangay Council for the Protection of Children (BCPC), and other related community partners.	Memorandum			
2. Provided guidelines in Information Dissemination and Advocacy Campaign using prescribed DepEd tarpaulin and other related mechanisms such as banners and brochures.	Memorandum			
3. Intensified the conduct of house-to-house campaign through memorandum.	Memorandum			
4. Posted information on social media (Facebook, Instagram, Twitter and etc.), radio, and television advertisement.	Memorandum, post via social media			
C. Data Collection and its Mechanisms				
1. Provided information in the use of the School Improvement Plan Child Mapping Tool in data collection mechanism.	Memorandum			
2. Secured the compliance of SDOs and schools with the necessary inputs in the system in implementing data collection process.	Memorandum, or actual visitation, LIS mechanism			
3. Implemented real time data encoding and continuous series updates of counting early registered learners.	Memorandum, or actual visitation, LIS mechanism			
4. Secured the information to the School Head about the real time data encoding through facilitation in the LIS system.	Memorandum, or actual visitation, LIS mechanism			
D. Legal Implementations				
1. Applied all related DepEd Orders, DepEd Memorandum, RAs, and other legalities in the Implementation of Early registration.	Memorandum			
2. Applied the context of integrative memorandum of between CO and RO.	Memorandum			
3. Secured the execution of the full context of early registration as well as the inclusive education.	Memorandum, actual visitation if necessary			
E. Time Management Allocation				
1. Implemented the covered span of early registration from January 31, 2026 to February 27, 2026	Memorandum			
2. Implemented the real time data inputs in the system.	Memorandum, or actual visitation, LIS mechanism			
3. Implemented the other related time matrix in consolidating data of SDOs and schools.	Memorandum			

To be signed by the crafted SDO Team



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 2





Republic of the Philippines
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Annex B: M&E of SDOs to Schools

PROGRESS MONITORING AND EVALUATION REPORT IN EARLY REGISTRATION
(Rendered Implementation Practices of Schools as measured by SDOs)
Name of Schools Division Office: _____
District Number: _____
Name of assigned Public Schools District Supervisors: _____
Name of School: _____

Directions: The tool given below will be facilitated by PSDS as focal person [cited to DO 003, s. 2018] as well as the crafted SDO Team in order to rate the realistic and the actual implementation of Early Registration of all schools that correlates to DepEd - NCR Priority 1 'Keep School-Age Children in School'. To facilitate the appropriate M&E, please look for the necessary documents to intensify the actual, realistic, and strict implementation about Early Registration in order to enact the DepEd-NCR Priority 1. Put check under the implementation status to determine whether implemented or not implemented then, provide the TASKKI rendered by the division if there is/are needed to indicate. Indicate also the other related issues and concerns that intended other related Technical Assistance.

Early Registration Monitoring & Evaluation Variables:	Intended Means of Verification	Implementation Status		Rendered Schools Division Offices Technical Assistance and Supervising Key-Knowledge Inputs (TASKKI) to Schools
		Implemented	Not Implemented	
A. Schools Leadership Initiative Services				
1. Structured the School team implementers of Early Registration.	Memorandum			
2. Implemented clear Terms of Reference (TOR) for each team members.	Memorandum			
3. Intensified collaboration and continuous improvement between and among internal and external offices and related stakeholders.	Memorandum, MOA, MOU, actual visitation			
4. Encouraged and involved parents in the cycle of early registration.	Memorandum, MOA, MOU, actual visitation			
B. Communication and Community Extension Services				
1. Ensured communicative mechanisms to stakeholders including Barangay Health Workers, Barangay Council for the Protection of Children (BCPC), and other related community partners.	Memorandum, MOA, MOU, actual visitation			
2. Provided Information Dissemination and Advocacy Campaign using prescribed DepEd logo and other related mechanisms such as banners and brochures that limits political agenda.	Memorandum, MOA, MOU, actual visitation			
3. Conducted house-to-house campaign through MOA/MOU/approved letter of request.	Memorandum, MOA, MOU, actual visitation			
4. Posted information on social media (Facebook, instagram, twitter and etc.), radio, and television advertisement.	Memorandum, and actual post in social media			
C. Data Collection and its Mechanisms				
1. Applied the School Improvement Plan Child Mapping Tool in data collection mechanism.	Memorandum			
2. Complied with the necessary inputs in the system in implementing data collection process.	Memorandum, LIS system, actual visitation			
3. Implemented real time data encoding and continuous series updates of counting early registered learners.	Memorandum, LIS system, actual visitation			
4. The School Head secured the authenticity and validity of the real time encoded data.	Memorandum, LIS system, actual visitation			
D. Legal Implementations				
1. Applied all related DepEd Orders, DepEd Memorandum, RAs, and other legalities in the Implementation of Early registration.	Memorandum			
2. Applied the context of integrative memorandum of CO, RO, and SDO.	Memorandum			
3. Secured the execution of the full context of early registration as well as the inclusive education.	Memorandum			
E. Time Management Allocation				
1. Followed the covered implementation span of early registration from January 31, 2026 to February 27, 2026	Memorandum			
2. Followed the real time data inputs in the system.	Memorandum			
3. Followed the other related time matrix in consolidating data.	Memorandum			
F. Other related Issues and Concerns that encountered within the span of Implementation of Early Registration 2026				
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To be signed by the crafted SDO Team



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 2





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Annex C: M&E of Schools to SDO

PROGRESS MONITORING AND EVALUATION REPORT IN EARLY REGISTRATION
 (Rendered Implementation Practices of SDO as measured by Schools)

Name of Schools Division Office:	
District Number:	
Name of assigned Public Schools District Supervisors:	
Name of School:	

Directions: The tool given below will be facilitated by the School Heads as well as the crafted SDO Team in order to rate the realistic and the actual implementation of Early Registration of all schools that correlates to DepEd - NCR Priority 1 **'Keep School-Age Children in School'**. To facilitate the appropriate M&E, please look for the necessary documents to intensify the actual, realistic, and strict implementation about Early Registration in order to enact the DEPED-NCR Priority 1. Put check under the implementation status to determine whether implemented or not implemented then, provide the TASKKI rendered by the region if there is/are needed to indicate.

Early Registration Monitoring Variables:	Intended Means of Verification	Implementation Status		Rendered TA by the Schools Division Offices as their Technical Assistance and Supervising Key-Knowledge Inputs (TASKKI) to Schools
		Implemented	Not Implemented	
A. SDOs Leadership Initiative Services				
1. Structured the SDO team implementers that facilitate TA to school implementers.	Memorandum			
2. Implemented clear Terms of Reference (TOR) for each team members.	Memorandum			
3. Intensified collaboration and continuous improvement between and among internal and external offices needed to extent help to schools.	Memorandum, MOA, MOU, actual visitation			
4. Encouraged and involved parents in the cycle of early registration through MOA/ MOU and other related context of partnership.	Memorandum, MOA, MOU, actual visitation			
B. Communication and Community Extension Services				
1. Ensured help in the provision of communicative mechanisms to stakeholders including Barangay Health Workers, Barangay Council for the Protection of Children (BCPC), and other related community partners.	Memorandum, MOA, MOU, actual visitation			
2. Provided guidelines about the Information Dissemination and Advocacy Campaign using prescribed DepEd tarpaulin and other related mechanisms such as banners and brochures.	Memorandum			
3. Conducted inspection through collaboration with schools in terms of house-to-house campaign.	Memorandum, MOA, MOU, actual visitation			
4. Posted information on social media (Facebook, instagram, twitter and etc.), radio, and television advertisement.	Memorandum, MOA, MOU, actual posts			
C. Data Collection and its Mechanisms				
1. Intensified the application of the School Improvement Plan Child Mapping Tool in data collection mechanism in the school.	Memorandum			
2. Monitored the compliance of schools with the necessary inputs in the system as integral part of implementing data collection process.	Memorandum, LIS system, actual visitation			
3. Provided provision of strict Implementation of real time data encoding and continuous series updates of counting early registered learners.	Memorandum, LIS system, actual visitation			
4. Instructed the School Head to secure the real time data encoding through facilitation with the system.	Memorandum, LIS system, actual visitation			
D. Legal Implementations				
1. Instructed the schools through memorandum in the Application of all related DepEd Orders, DepEd Memorandum, RAs, and other legalities in the Implementation of Early registration.	Memorandum			
2. Applied the context of integrative memorandum of CO, RO, and SDO.	Memorandum			
3. Secured the execution of the full context of early registration as well as the inclusive education.	Memorandum			
E. Time Management Allocation				
1. Followed the covered implementation span of early registration from January 31, 2026 to February 27, 2026	Memorandum			
2. Followed the real time data inputs in the system.	Memorandum			
3. Followed the other related time matrix in consolidating data.	Memorandum			
F. Other related issues and concerns that encountered within the span of Implementation of Early Registration 2026				
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To be signed by the crafted Schools' Team



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 2



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Annex D: Standard Team per Governance Level

Governance Level	Specific Team Members	Duties and Responsibilities
Regional Level	Regional Director	The author of regional implementation of early registration that supervises all intended technicalities and inclusions of all indicatives in accordance with the related legalities using DepEd Orders, RA, memorandum, etc.
	Assistant Regional Director	Provide supervision about the full context, plans, mechanism, and other related matters in the full context of implementation of the Early Registration 2026.
	Chief, PPRD	Finalize plan/s in the implementation of the early registration 2026 in the regional level.
	Education Program Supervisor	Assist the Chief in overall facilitation and implementation of the Early Registration 2026.
	Planning Officer III	Planner of the Early Registration 2026 including the memorandum, Main Foster, FAQs, Tarpaulin, and cover photo to be used in disseminating information. Monitors the data encoding in the LIS system.
	Statistician	Secure numerical data analysis.
Division Level	Schools Division Superintendent	The author of regional implementation of early registration that supervises all intended technicalities and inclusions of all indicatives in accordance with the related legalities using DepEd Orders, RA, memorandum, etc.
	Assistant Schools Division Superintendent	Provide supervision about the full context, plans, mechanism, and other related matters in the full context of implementation of the Early Registration 2026.
	SGOD Chief & CID Chief	Finalize plan/s in the implementation of the early registration 2026 in the division level.
	Public School District Supervisor	Assist the Chiefs in overall facilitation and implementation of the Early Registration



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

		2026. They serve as focal person in accordance to DO 003, s. 2018.
	Planning Officer III & SEPS in Planning and Research	Planner of the Early Registration 2026 including the memorandum, Main Foster, FAQs, Tarpaulin, and cover photo to be used in disseminating information, and other related mechanisms. Monitors the data encoding in the LIS system. May include a research-based criterion based on the secured data.
	SEPS SMM&E and EPS II	Assist the PSDS in Monitoring and Evaluation in relation to DO 29, s. 2022.
	Others/especially in logistics	Superintendent shall add other related personnel that would be a big help in the strict implementation of the conduct of early registration 2026.
SDO Level	Principal	<p>Provide supervision in need whole context, plans, mechanism, and other related matters in the full context of implementation of the Early Registration 2026.</p> <p>Create the finalize plans in the implementation of the early registration 2026 in the division level.</p>
School Level	LIS Coordinator	Guide and monitor the teacher regarding data encoded in the LIS system. Correcting some typographical error/s and alike.
	Teacher	Encode the necessary details about early registration in the LIS system.
	Others/especially in logistics	The School Heads shall add other related personnel that would be a big help in the strict implementation of the conduct of early registration 2026.