



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

FEB 05 2026

MEMORANDUM  
No. 061, 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 and Operations Division  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. 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.
2. All schools will be using the attached Progress Monitoring and Evaluation Report in Early Registration. This tool intensify to monitor the strict implementation of Early Registration 2026. Signature of the authorities are important to secure the validity and reliability of indicated context.
3. Data encoding of early registered learners will be inputted in the **Learners' Information System (LIS)** as additional mechanism facility of data management.
4. 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.
5. Refer to the **Annex D** in terms of creation of Standard Team of Early Registration 2026 with their specific duties and responsibilities.
6. 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 included to the Perpetual Index  
Under the following subjects

ACTIVITIES  
YCM/ADDENDUM TO RM 072, S. 2026 "IMPLEMENTATION

**061** OF THE CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2026-2027"

/February 4, 2026

NUM-2026-061



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



January 27, 2026

**REGIONAL MEMORANDUM**

No. 072, s. 2026

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

**IMPLEMENTATION OF THE CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2026-2027**

1. This Office strictly implements the conduct of the preparation of opening of classes particularly the **“Early Registration of Learners for SY 2026-2027”** cited and enumerated to **DepEd Order No. 12, s. 2025**, titled **“Multi-Year Implementing Guidelines on the School Calendar and Activities”**, “Early registration of incoming Kindergarten learners, learners entering basic education for the first time such as out-of-school youth and adults (OSYA), transferees into public schools, 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 (**Feb. 27, 2026**) of every year or on schedule determined by the Department. In cases of activities or unforeseen circumstances that may affect the preferential period, the SDO may extend early registration. Incoming learners for Grades 2 to 6, 8 to 10, and 12 are considered pre-registered”.
2. Indeed, it intensify the DepEd thrust such as **Access, Equity, and Retention** in Basic Education that align to support with the **DepED NCR Five Priority** particularly **“Keep School-Age Children in School”**.
3. 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 .
4. To ensure effective implementation, SDOs should provide early registration action team incorporating school heads and other personnel resources that strictly implements the realistic application of **DO 03, s. 2018** and **DO 44, s. 2015** in terms of **School Improvement Plan Child Mapping Tool, Information Dissemination and Advocacy Campaign, and coordination with barangays and community stakeholders.**



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5. Intensify also the **Monitoring, Technical Assistance, and Data Reporting** to be rendered by the Public Schools District Supervisors in their respective districts including the organized composite team. The assistance of PO III and SEPS in Planning and Research is a must in terms of data management and strategic planning respectively. On the other hand, SEPS - SMM&E will ensure the progress monitoring of the activity as essential reference of the full conduct and implementation of early registration.
6. In School level implementation, the school heads shall ensure the organized School Planning Team. Make sure that the registration may be conducted through school-based, community-based and/or house-to-house strategies, as applicable to ensure maximum reach. The provision of registration desks is advise in order to assist the parents/guardians during the process of registration. 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.
7. All concerned personnel are enjoined to actively support and ensure the successful implementation of the conduct of Early Registration as shared responsibility in achieving universal access, improved participation, and learner retention between and among Schools Division Offices and Regional Office.
8. 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**

<b>PROGRESS MONITORING AND EVALUATION REPORT IN EARLY REGISTRATION</b>
(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	
<b>A. Regional Leadership Initiative Services</b>				
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>B. Communication and Community Extension Services</b>				
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			
<b>C. Data Collection and its Mechanisms</b>				
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			
<b>D. Legal Implementations</b>				
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			
<b>E. Time Management Allocation</b>				
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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Certificate No. PHP 0015  
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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	
<b>A. Schools Leadership Initiative Services</b>				
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>B. Communication and Community Extension Services</b>				
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			
<b>C. Data Collection and its Mechanisms</b>				
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			
<b>D. Legal Implementations</b>				
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			
<b>E. Time Management Allocation</b>				
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			
<b>F. Other related Issues and Concerns that encountered within the span of implementation of Early Registration 2026</b>				
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To be signed by the crafted SDO Team



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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 ns 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	
<b>A. SDOs Leadership Initiative Services</b>				
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>B. Communication and Community Extension Services</b>				
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			
<b>C. Data Collection and its Mechanisms</b>				
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			
<b>D. Legal Implementations</b>				
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			
<b>E. Time Management Allocation</b>				
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			
<b>F. Other related issues and concerns that encountered within the span of Implementation of Early Registration 2026</b>				
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To be signed by the crafted Schools' Team



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**Annex D: Standard Team per Governance Level**

<b>Governance Level</b>	<b>Specific Team Members</b>	<b>Duties and Responsibilities</b>
<b>Regional Level</b>	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.
<b>Division Level</b>	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



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		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.
<b>SDO Level</b>	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>
<b>School Level</b>	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.