



Republic of the Philippines  
Department of Education

**MEMORANDUM**

**FOR : MINISTER, BASIC HIGHER AND TECHNICAL EDUCATION,  
BARM  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
DIVISION PLANNING OFFICERS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED**

**FROM : RONALD U. MENDOZA, PhD**  
Undersecretary for Strategic Management

**MALCOLM S. GARMA**  
Assistant Secretary, Officer-in-Charge  
Office of the Undersecretary for Operations

**SUBJECT : EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026**

**DATE : 21 January 2025**

Pursuant with the DepEd Order No. 03, s. 2018, "Basic Education Enrollment Policy", and DO 09, s. 2024 or the "Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2024-2025", the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7, and 11 learners in public schools for **School Year 2025-2026** shall commence on **25 January 2025 and ends on 15 February 2025**.

Early registration is conducted to ensure that all new entrants for the abovementioned grade-levels are registered.

All public elementary and secondary schools shall be guided accordingly of the following matters:

1. Early registration may be done through face-to-face registration within the schools and/or implement other means of reaching out to learners and collecting early registration forms.
2. Public elementary and secondary schools shall use the printed or electric copy of the Basic Education Early Registration Form to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners are properly captured. A copy of the said Form is attached as Annex 1 to this memorandum and can be downloaded here: [https://bit.ly/SY2025\\_2026EarlyRegForm](https://bit.ly/SY2025_2026EarlyRegForm).



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[www.depedgov.ph](http://www.depedgov.ph)

Room 508, 5<sup>th</sup> Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600

Telephone No.: (02) 8638-1780;



3. Daily reporting of the school's early registration data in the Learner Information System (LIS) - Early Registration facility shall be done using the School Head or School Administrator account.
4. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order no. 47, s. 2016).
5. Schools shall also intensify the conduct of child-mapping or house-to-house activities to encourage parents/guardians to register school-aged children and Out-of-School Children and Youth (OSCY) in the communities.
6. Schools Division Superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage parents/guardians of prospective learners to participate in the Early Registration for SY 2025-2026.

For more information, please contact the **Policy and Planning Service - Education Management Information System Division (PPS-EMISD)** through email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph), or you may visit them on 2<sup>nd</sup> Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City.

January 24, 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID/SGOD)  
Public Elementary and Secondary School Heads  
All Others Concerned

For information, guidance and strict compliance. Attention is invited to paragraphs 1 and 3 of the Unnumbered Memorandum from the Office of the Undersecretary for Strategic Management and Operations.

  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent







As of 01/15/2025

**BASIC EDUCATION EARLY REGISTRATION FORM**

THIS FORM IS NOT FOR SALE

**Instructions:** Print legibly all information required in CAPITAL letters and check all appropriate boxes. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

1. School Year  - 2. Grade Level to Enroll: 

Learner Reference No. (LRN), if applicable:

**3.Learner's Personal Information**Learner's Name: \_\_\_\_\_  
(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)Birthdate (mm/dd/yyyy):  /  /  Age:  Sex:  Male  Female Religion: Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community?  No  If yes, please specify: Is the learner a person with disability (PWD)?  No  If yes, please specify: Current Address: \_\_\_\_\_  
House No. Sitio/Street Barangay Municipality/City ProvinceFather's Name: \_\_\_\_\_  
(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)Mother's Maiden Name: \_\_\_\_\_  
(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)Legal Guardian's Name: \_\_\_\_\_  
(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)Contact Number: 

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details for the early registration data collection. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

\_\_\_\_\_  
Signature Over Printed Name of Parent/Guardian\_\_\_\_\_  
Date

As of 01/15/2025

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Date