



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

January 27, 2025

DIVISION MEMORANDUM
No. 370, s. 2025

**ADDENDUM ON THE EARLY REGISTRATION OF LEARNERS
FOR SCHOOL YEAR 2025-2026**

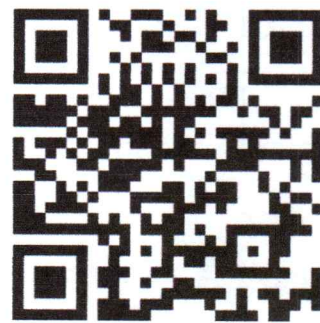
To: Assistant Schools Division Superintendents
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. In reference to Division Memorandum No. 207, s. 2023, schools are hereby informed of the following guidelines regarding the Early Registration activity:

a. Service Credit, and Compensatory Overtime Credit Eligibility

- Only teachers (Service Credit) and School Heads/OIC (Compensatory Overtime Credit) who register through the official link provided for the Early Registration activity will be eligible to receive service credits, following the provisions outlined in Division Memorandum No. 24, s. 2020 and Division Memorandum No. 367, s. 2024.
- Teachers must be certified by the school head to be eligible for service credits.
- Teachers and School Heads/OIC serving the early registration must answer the official registration link **individually** to be included in the list of teachers serving the activity.
- Teachers and School Heads/OIC must accomplish their tasks based on the schedule to be provided in the registration link. The grant of service credits will be evaluated **based on the individual accomplishment of each personnel in relation to this schedule.**

<https://tinyurl.com/SchoolEarlyReg2025>



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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b. Appropriate Teacher Allocation

- The number of teachers assigned to facilitate the Early Registration activity must be proportionate to the student population of the school.
- Not all teachers are required to attend the activity to prevent disapproval of service credits due to an excessive number of participants. School heads are tasked to ensure that the deployment of teachers aligns with the needs of the activity.

c. Compliance and Certification

- Teachers must secure certification from the school head as proof of their participation and to qualify for service credits.
- Teachers and school heads are reminded to strictly adhere to these guidelines to ensure the smooth implementation of the Early Registration activity and the proper granting of service credits.

d. Monitoring and Evaluation

- The **monitoring team for the Early Registration activity** is as follows:

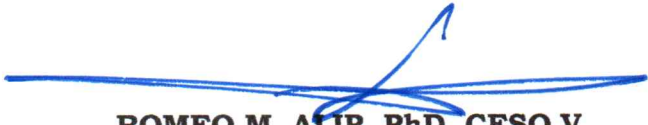

NAME	DESIGNATION
Dr. Cecilia E. Valderama, CESE	Assistant Schools Division Superintendent
Dr. Leandro C. Canlas, CESE	Assistant Schools Division Superintendent
Dr. Arceli S. Lopez	SGOD Chief
Jb B. Manalang	Administrative Officer V
Robin D. Perez	Planning Officer III
Dexter E. Pangilinan	Administrative Officer IV- HRMO
Carmen S. Rivera	Admin Aide VI
Geraldine Zamar	Admin Aide VI

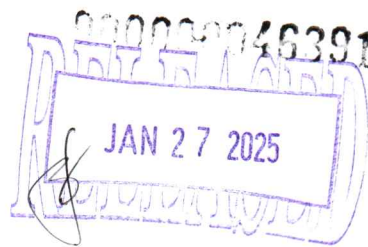
- The monitoring team shall ensure compliance with the guidelines, validate the registration process, and assess the individual accomplishments of the teaching personnel.



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2. Your cooperation and commitment to this activity are highly appreciated as we strive for the seamless enrollment of learners for the upcoming school year.
3. For any clarifications, please coordinate with the Planning and Research Unit.
4. Wide dissemination of this Memorandum to all concerned is earnestly desired.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent 

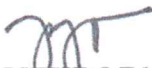






Republic of the Philippines
Department of Education

MEMORANDUM

FOR : **MINISTER, BASIC HIGHER AND TECHNICAL EDUCATION,
BARMM
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.



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, or you may visit them on 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City.



DepEd Philippines



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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 Province

Father'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



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