

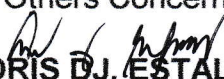


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV – A CALABARZON
City Schools Division of Cabuyao
City of Cabuyao, Laguna



MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
OIC – Chief School Governance and Operations Division
Chief - Curriculum Implementation Division
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

FROM : 
DORIS D. ESTALILLA
OIC –Office of the Schools Division Superintendent

SUBJECT : **EARLY REGISTRATION FOR SY 2018-2019**

DATE : January 24, 2018

1. Pursuant to DepEd Order No.1, s. 2015, No. 5, s.2016 and No. 6, s.2017, this office reminds all concerned of the Early Registration for Kindergarten to Grade 12 which shall commence on January 27, 2018 down to February 23, 2018.
2. The objectives of this early registration are:
 - a. To ensure that all five (5) year old children are enrolled in kindergarten;
 - b. To ensure that learners who are in school continue their schooling;
 - c. To map household in all barangays and record information for potential enrollees of Alternative Learning System (ALS);
 - d. To locate, identify and enroll out – of - school children and youth who:
 - i. are in remote/ geographically isolated areas;
 - ii. belong to disadvantaged groups or who suffer from discrimination;
 - iii. have disabilities or in need of special education; and
 - iv. have dropped out but would like to go back to school.
 - e. To understand the barriers to access to education and identify local solutions or interventions to bring them to school and ensure that they do not drop out.
3. School Heads are urged to come up with various activities such as mapping/ house to house campaign or meetings with local and barangay officials and civic organizations to help and locate children who should be in school.
4. Enclosure 1 contains the Monitoring and Evaluation Tool for Early Registration for SY 2018-2019.
5. All schools are requested to provide the data via **Online Encoding System** every Wednesday from January 31 to February 28, 2018.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.



EARLY REGISTRATION MONITORING TOOL

Name of School: _____ School Head: _____

Number of Child/Youth Identified through Child/Youth Mapping

Elementary

Enrolment	Kinder	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Total
Male								
Female								

Junior High School

Enrolment	Grade 7	Grade 8	Grade 9	Grade 10	Total
Male					
Female					

Senior High School

Enrolment	Grade 11	Grade 12	Total
Male			
Female			

Number of Child/Youth Identified by Early Registration

Elementary

Enrolment	Kinder	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Total
Male								
Female								

Junior High School

Enrolment	Grade 7	Grade 8	Grade 9	Grade 10	Total
Male					
Female					

Senior High School

Enrolment	Grade 11	Grade 12	Total
Male			
Female			

Enrolment	ALS/ADM	SPED	PWD	IPEd	Total
Male					
Female					

Indicators	Evident	Not Evident	Means of Verification	Remarks
Part I. Frontline Services				
1. District/School Advocacy Campaigns.			a. Early caravan with the help of barangay officials. b. Giving flyers. c. Posting tarpaulins or any advocacy campaigns. d. See attached sample flyers and tarpaulins.	
2. Participation of local and Barangay Officials, PTAs, Civil Society/Civic Organizations/Business Sectors/Others			Consultative Meetings/Dialogue/ List of Persons Involved	

3. Planning and Implementation of the Registration Process			Consultative Meetings/Dialogues Registration Forms/Assignment of Teachers/List of Persons Involved/Enrolment Forms	
4. Registration Centers in the school premises.				
5. Use of Registration Form.				

Part II. Barriers Gaps, Concerns and Issues Encountered, Recommendation and Solutions. In your monitoring, what are the gaps, concerns/issues and recommendation gathered and possible solutions to address them.

BARRIERS,GAPS, CONCERNS AND ISSUES	RECOMMENDATIONS/SOLUTIONS

References: DepEd Order No.1, s. 2015, No. 5, s.2016 and No. 6, s.2017

Accomplished by:

Noted:

Monitoring Official

School Head

(Signature over Printed Name)

(Signature over Printed Name)