

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

26 Jan 2026

DIVISION MEMORANDUM

No. 041, s. 2026

EARLY REGISTRATION FOR SY 2026-2027

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School
All Others Concerned

1. With reference to DepEd Order No. 012 s. 2025 "Multi-Year Implementing Guidelines on the School Calendar and Activities" please be informed of the conduct of Early Registration for incoming Kindergarten, Grade 1, Grade 7 and Grade 11 for SY 2026-2027 from January 31, 2026 – February 27, 2026.

2. This activity aims to:

- 2.1 ensure that all new entrants for Kindergarten, Grades 1, 7, and 11 learners are registered for the incoming school year;
- 2.2 help DepEd anticipate the number of enrollees for the coming school year and ensure the right of all school-aged learners to enroll and be equally provided with quality, accessible, relevant, and liberating basic education;
- 2.3 seek to locate, identify and register out-of-school children and youth in the community who may be characterized as living with disability/ies, living in off-grid/far-flung community, a barangay without a school, or geographically isolated area.

3. Authorities of public and private schools are instructed to strictly enforce and implement the Kindergarten cut-off age as stipulated in DO 015, s. 2025 (Amendment to DepEd Order No. 47, s. 2016 as Amended by DepEd Order No. 020 s. 2018). Private schools are encouraged to conduct their respective early registration activities within the same period.

4. To evaluate compliance of schools, SDO officials shall monitor the conduct of the said activity. They are also directed to gather issues and concerns encountered by school personnel in terms of curriculum, governance and management and provide technical assistance and support if deemed necessary.



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com

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5. The monitoring tool and list of SDO monitoring officials are enclosed.
6. Teaching personnel involved in the conduct of early registration during Saturdays shall be given service credits based on the number of hours served while non-teaching and teaching-related personnel shall be given compensatory leave credits in accordance to CSC and DBM Joint Circular No. 2, s 2004 - "Non-Monetary Remuneration for Overtime Services Rendered".
7. This memorandum shall serve as the travel order of the division monitoring officials.
8. Traveling expenses incurred for monitoring of early registration activities shall be charged against Division MOOE funds subject to usual accounting and auditing rules and regulations.
9. For clarifications and other concerns, feel free to contact and send email to sdobatangas.planning@deped.gov.ph.
10. Immediate dissemination of this memorandum is earnestly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent 

Enc. As Stated
Reference: None

To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

AUD/ EARLY REGISTRATION FOR SY 2026-2027/R2-148971/01-27-2026



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Enclosure 1

**SY 2026-2027 EARLY REGISTRATION
MONITORING TOOL**

NAME OF SCHOOL:
SCHOOL ID:
SUB-OFFICE:

Total Number of Registrants

Grade Level	Male	Female	Total
Kinder			
Grade 1			
Grade 7			
Grade 11			
Total			

I. Advocacy Campaign	YES	NO
1.1 With streamer advocating Early Registration / Announcement in Bulletin Boards		
1.2 Conducted House to House Campaigns		
1.3 Conducted Meetings with:		
1.3.1 Parents		
1.3.2 Local and Barangay officials		
1.3.3 Barangay Council for the Protection of Children (BCPC)		
1.3.4 Civic organizations, People's Organization and Other Stakeholders		
1.4 Posting of announcements in Conspicuous places		
1.5 Other advocacy campaign such as posting of announcements in social media		

Remarks:



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II. Child or Youth Find Activities	YES	NO	No. of Learners
Targeted/Locate the following learners:			
2.1 Five-year old eligible children to enroll in kindergarten (for elementary)			
2.2 Learners in remote or geographically isolated areas			
2.3 In different circumstances			
2.4 Street Children			
2.5 Previous years drop-outs but would like to go back to school (Balik-Aral)			
2.6 Indigenous Community Children			
2.7 Children with special needs			
2.8 Out of School Youth			
2.9 Others (please specify)			

Remarks:

III. Early Registration Proper	YES	NO
3.1 With identified registration center/area in the school premises		
3.2 The school utilizes printed / electronic copies of updated Basic Education Enrolment Form		
3.3 Registration area is visible and can easily be accessed by Registrants		
3.4 With assigned personnel to handle registration per grade/year Level		
3.5 The school employs other enrolment platform (ex: online Enrolment)		
3.6 Accepted registrants without documentary requirements		
3.7 Entertained queries and clarification from the registrants and Parents		
3.8 Total number of registrants is encoded/reported using Learners Information System Early Registration Facility		

Remarks:



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Other Observation/s if any:

Issues and Concerns Needing Technical Assistance / Intervention (if any)

Signature over Printed Name of
Monitoring Official
Date Monitored:

Conformed:

Name and Signature of School Head



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Enclosure 2

**SY 2026-2027 EARLY REGISTRATION
LIST OF DIVISION MONITORS**

SUB-OFFICE	MONITORING OFFICIAL
Balayan East, Balayan West	Miguel B. Ularde / Aris U. Dimaano
Calatagan	Elizalde L. Piol / Ernani A. Catapat
Lian, Tuy	Elizabeth R. Tolentino / Karen E. Enriquez
Lemery, San Nicolas	Jofit P. Dayoc / Rosemarie A. Encarnacion
Nasugbu East, Nasugbu West	Jimmy J. Morillo / Lou C. Panaligan
Bauan East, Bauan West	Mercy R. Villanueva / Leoncia B. Maramot
Taal, Agoncillo	Macaria Carina C. Carandang / Evelyn C. De Sagun
Tingloy, Lobo	Alfred James Ellar / John Albert L. Tiquis
Mabini, San Pascual	Loreta V. Ilao / Layne D. Ortega
San Luis, Cuenca	Ma. Leticia Jose C. Basilan / Irene Grace Q. Gonzales
Laurel, Talisay	Nenita A. Adame / Jessa Guerra
Sta. Teresita, Alitagtag	Mario B. Maramot / Rosalinda A. Mendoza
Mataasnakahoy, Balete	Rhina O. Ilagan / Cora V. Samson
Malvar	Anselma Ebero / Noah P. Duque
Ibaan, San Jose	James Angelo T. Ano / Mark Joshua Hagosojos
Padre Garcia, Taysan	David M. Nuay / Anabel E. Magalona
Rosario East, Rosario West	Emerson Dalangin / Marian L. Arias
San Juan East, San Juan West	Atty. Karen M. Salimo / Joemar B. Perez