



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



January 15, 2026

DIVISION MEMORANDUM
No. 021, s. 2026

EARLY REGISTRATION FOR SY 2026-2027

TO : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors/Specialist
Administrative/Finance Officer/s
Elementary/Secondary School Heads
All Others Concerned

1. In reference to DepEd Order No. 12, s. 2025, entitled "MULTI-YEAR IMPLEMENTING GUIDELINES ON THE SCHOOL CALENDAR OF ACTIVITIES," the conduct of Early Registration for School Year 2026–2027 shall start on **January 31, 2026**, and shall end on **February 27, 2026**.
2. To ensure that accurate and complete information is captured in the registration of incoming Kindergarten, Grades 1, 7, and 11 learners, Out-of-School Children and Youth (OSCY), and transferees to public schools, all public schools are required to use the Basic Education Early Registration Form (as of May 15, 2025). This form is attached to this Memorandum as Enclosure No. 1 and may also be accessed on page 27 of DepEd Order No. 17, s. 2025, entitled "Revised Basic Education Enrollment Policy."
3. The enrollment procedure shall adhere to existing rules governing the minimum eligibility and documentary requirements to establish the identity of learners. Attached herewith is **Enclosure No. 2: Eligibility Standards and Means of Verification to Establish Learner Identity**, which shall be presented during early registration for verification purposes only and shall not be subject to collection, pursuant to DepEd Order No. 17, s. 2025.
4. All schools are required to strictly adhere to the Kindergarten cut-off age stipulated in DepEd Order No. 15, s. 2025, entitled "AMENDMENT TO DEPED ORDER NO. 47, S. 2016, AS AMENDED BY DEPED ORDER NO. 20, S. 2018," with the following guidelines:



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- a. The age qualification for Kindergarten learners shall be five (5) years old on or before **October 31** of every calendar year.
- b. Schools may also consider learners who will turn five (5) years old from November 1 to December 31, provided that they meet any of the following conditions:
 - i. Have completed the ECCD Program for at one (1) school year and must submit copies of the Certificate of Completion/Attendance of learner's previous ECCD program experience from any CDCs/LCs with permit or recognition; or
 - ii. Undergo the Early Childhood Development (ECD) Checklist during the enrollment period until the first week of the school year. The checklist shall be administered by the Kindergarten Teacher of the receiving school, and the results shall serve as the basis for admission to Kindergarten.
5. All public elementary and secondary schools shall conduct daily updating in the Early Registration Facility of the Learner Information System (LIS) using the School Head or School Administrator account.
6. The Early Registration process may be conducted through face-to-face registration in schools or through other appropriate modalities or methods for collecting Early Registration forms.
7. Schools shall intensify the conduct of child-mapping or house-to-house activities to encourage parents or guardians to register school-aged children and Out-of-School Children and Youth (OSCY) within their respective communities.
8. School Heads shall facilitate advocacy campaigns within their respective jurisdictions to inform the public and encourage Out-of-School Children (OSC) and parents or guardians of prospective learners to participate in the Early Registration for SY 2026–2027. Posting of advocacy materials in conspicuous places like barangay halls and social media platform through school DepEd Tayo Facebook page and setting up of Early Registration Help Desk are highly encouraged.
9. Teachers involved in the conduct of Early Registration for SY 2026–2027 on Saturday shall be granted service credits, while non-teaching personnel shall be granted Compensatory Time-Off (CTO) in accordance with the Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004, on non-monetary remuneration for services rendered beyond eight (8) hours per day.



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10. School Governance and Operations Division (SGOD) personnel, and the Curriculum Implementation Division (CID) shall conduct information dissemination and advocacy campaigns to raise public awareness on Early Registration. They shall likewise conduct field monitoring, provide technical assistance, and gather issues, best practices, and feedback from the field. Consolidated reports per functional division shall be submitted to the Planning and Research Office, attention to CYRUS YONEL D. LAO, Planning Officer, who shall conduct the online monitoring of schools' participation in the LIS.

11. Immediate dissemination of and strict compliance with this Memorandum is desired.



PETER J. GALIMBA

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Reference: DepEd Order No. 12 & 17 s. 2025
Enclosure: 1
Allotment: DO 1, s. 2019 , 1-2-3-6-8-9-10-13
Perpetual Index:

Early Registration SY 2026-2027



Barangay Hacienda Fe, Escalante City, Negros Occidental
Telephone Nos. (034) 445-9704/445-2686
Email Add: escalante.city001@deped.gov.ph

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Enclosure No. 1 to DM No. 021 s. 2026: BASIC EDUCATION EARLY REGISTRATION FORM

As of 05/15/2025



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 _____ - _____	(For Kindergarten Enrollees)	Learner Reference No. (LRN), if applicable:
2. Grade Level to Enroll: _____	Does the learner have attended any _____	
(For SHS) Track & Strand: _____	Early Learning Program? If yes, specify: _____	

3. Learner's Personal Information

Learner's Name: _____ (Last Name) _____ (First Name) _____ (Middle Name) _____ (Extn. Name, if any)

Birthdate (mm/dd/yyyy): _____ Age: _____ Sex: Male Female Religion: _____

Belonging to any Indigenous Peoples (IP) / 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. _____ Sito/Street _____ Barangay _____ Municipality/City _____ Province _____

Father's Name: _____ (Last Name) _____ (First Name) _____ (Middle Name) _____ (Extn. Name, if any)

Mother's Maiden Name: _____ (Last Name) _____ (First Name) _____ (Middle Name) _____ (Extn. Name, if any)

Legal Guardian's Name: _____ (Last Name) _____ (First 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 process the learner's personal information for the purpose of early registration. The personal information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian

Date



Barangay Hacienda Fe, Escalante City, Negros Occidental
Telephone Nos. (034) 445-9704/445-2686
Email Add: escalante.city001@deped.gov.ph

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Enclosure No. 2 to DM No. 021 s. 2026:

ELIGIBILITY STANDARDS AND MEANS OF VERIFICATION TO ESTABLISH LEARNER IDENTITY

LEVEL	ELIGIBILITY CONSIDERATIONS	MEANS OF VERIFICATION
Kindergarten	Shall be based on the existing Kindergarten Education Policy	PSA Birth Certificate or any of the Secondary Documents (refer to Section 7, Documentary Requirements)
Grade 1	Children who have completed or are candidates for completion in the Kindergarten Program in DepEd-authorized schools and centers	<ul style="list-style-type: none"> • Kindergarten Certificate of Completion, if available at the time of early registration • PSA Birth Certificate or any of the Secondary Documents
Grade 7	<p>1. Grade 6 Graduate or; 2. Grade 6 Candidate for Graduation</p> <p>PEPT Passer or A&E Elementary Certification Passer</p>	<p>SF 9 (Formerly Form 138) Grade 6</p> <ul style="list-style-type: none"> • PEPT or A&E Certificate of Rating / Presentation of Portfolio Assessment (PPA) Certificate • PSA or NSO Birth Certificate or any of the Secondary Documents
Grade 11	<p>1. Grade 10 Completer or; 2. Grade 10 Candidate Completer</p> <p>PEPT Passer or A&E Junior HS Certification Passer</p>	<p>SF 9 (Formerly Form 138) Grade 10</p> <ul style="list-style-type: none"> • PEPT or A&E Certificate of Rating • PSA or NSO Birth Certificate or any of the Secondary Documents



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ALS Senior High School	A&E Junior High School Certification Passer	<ul style="list-style-type: none">• PSA or NSO Birth Certificate or any of the Secondary Documents• ANY of the following, if available at the time of early registration:<ul style="list-style-type: none">◦ JHS Diploma◦ A&E JHS Certificate of Rating◦ ALS Form 5 (if available)◦ SF 9 (Report Card) or 10 (if available)◦ PEPT Result (if available)
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