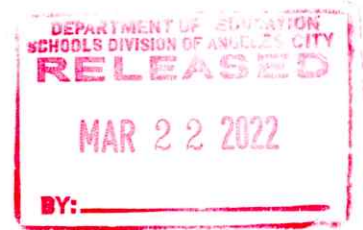




Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF ANGELES CITY**



March 22, 2022

**DIVISION MEMORANDUM**

No. 118, s. 2022

To: Division Chiefs  
Heads of Public Elementary and Secondary Schools

**CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023**

1. Please be informed of the DepEd Memorandum No. 17, s. 2022, titled "Conduct of Early Registration for School Year 2022-2023" from March 25 – April 30, 2022. This is to ensure that all new entrants for Kindergarten, Grades 1, 7 and 11 learners are registered.
2. Attached is the DepED Memorandum No. 17, s. 2022 for your reference and information.
3. Wide dissemination of and strict compliance to this Memorandum is earnestly desired.

  
**MA. IRELYN P. TAMAYO PhD, CESO V**  
Schools Division Superintendent

PO3/lou



ON 2022-102  
Address: Jesus Street, Pulungbulu, Angeles City  
Telephone No. (045) 322-4101





Republic of the Philippines  
Department of Education

21 MAR 2022

DepEd MEMORANDUM

No. **017**, s. 2022

**CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
School Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In preparation for the incoming class opening, the Department of Education (DepEd) announces that the Early Registration for School Year (SY) 2022-2023 shall be conducted **from March 25 to April 30, 2022**, nationwide.
2. As stipulated in DepEd Order (DO) No. 03, s. 2018 or the **Basic Education Enrollment Policy**, all incoming Kindergarten, Grades 1, 7, and 11 learners in all public elementary and secondary schools shall pre-register to allow the Department to make necessary preparations and adjustment of plans for the incoming school year. Grades 2-6, 8-10, and 12 are considered pre-registered and will not need to participate in the early registration. Private schools are encouraged to conduct their respective early registration activities on the same timeframe.
3. Daily updating or encoding in the Early Registration facility in the Learner Information System (LIS) shall be done by every school using the school head or school administrator account. Schools shall utilize the Modified Basic Education Enrollment Form (electronic or printed copies) to ensure that the necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners and other data such as preferred learning modality are obtained properly.
4. Schools may also encode in the Early Registration facility the prospective enrollees for other grade levels (e.g., Grades 2-6, 8-10, and 12) based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment.
5. In the context of the prevailing COVID-19 public health emergency, the conduct of the early registration shall be done remotely in areas under Alert Levels 3 to 5. In-person registration through parents or guardians may be allowed in areas under Alert Levels 1-2 provided physical distancing and health and safety protocols are strictly observed.
6. School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age under DO 020, s. 2018, **Amendment to DepEd Order No. 47, s. 2016**.

7. For more information, please contact the **Planning Service-Education Management Information System Division**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).

8. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

References:

DepEd Order: (No. 03 and 020, s. 2018)



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

ADMISSION  
BASIC EDUCATION  
DATA  
ENROLLMENT  
KINDERGARTEN EDUCATION  
LEARNERS  
PROGRAMS  
SCHOOLS  
TEACHERS