



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 01-029s, 2026

To: Assistant Schools Division Superintendent
CID Chief and Personnel
SGOD Chief and Personnel
Elementary School Principals/ Head Teachers/ School In-Charge
Secondary School Principals/ Head Teachers/ School In-Charge
This Division

EARLY REGISTRATION FOR SCHOOL YEAR 2026-2027

1. This is to inform the field of the conduct of Early Registration for the incoming Kindergarten, Grade 1, 7 and 11 including transferees to public schools and ALS learners for SY 2026-2027 from January 31 to February 27, 2026. Incoming Grades 2 to 6, 8 to 10 and 12 are considered pre-registered and will not need to participate in the early registration.
2. The month-long activity is initiated to:
 - a. ensure that incoming learners are registered for the School Year and help the Department better prepare for possible issues and concerns that may arise, as stipulated in DepEd Order No. 017, s. 2025, or the Revised Basic Education Enrollment Policy.
 - b. locate, identify and registered out of school youth and children who may be identified as living with disabilities; living in an off-grid community; living in a barangay without a school; living in a geographically isolated area; displaced due to natural disaster; living in an area with a high level of criminality/drug abuse; having a chronic illness; having nutritional problems; a victim of child abuse or economic exploitation; stateless/undocumented; in conflict with the law; living on the streets; and no longer in school but interested in going back to school.
3. Early Registration is ordered in all public schools. However, private schools are encouraged to conduct their respective early registration activities in the same timeline schedule.
4. The school shall conduct an information dissemination and advocacy campaign to raise public awareness on Early Registration and encourage participation or involvement of parents, local officials, civic and people's organization and other stakeholders.
5. Each school shall designate Early Registration desks, where there is a designated person to take charge of the activity.
6. All schools shall hang the official tarpaulin for the Early Registration.
7. For the details and policies in the conduct of Early Registration please refer to DepEd Order No. 3, s. 2018, or the Basic Education Enrolment Policy.



Address: Brgy. Osmeña, Dapa, Surigao de
Contact No.: 09190040217
Website: sdosiaragao.com
M siargao@deped.gov.ph



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8. Activities conducted in the early registration will be monitored by the assigned Public Schools District Supervisor of the concerned district and the SGOD Planning and Research Personnel.
9. Immediate dissemination of this Memorandum is hereby directed.

MANUEL O. CABERTE
Schools Division Superintendent

Reference: DO No. 3, s. 2018 and DO No. 017, s. 2025

Encl's: Monitoring Tool

To be indicated in the **PERPETUAL INDEX** under the following subjects:

EARLY REGISTRATION ENROLLMENT POLICY

SGOD/ibc

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Enclosure 1

MONITORING AND EVALUATION TOOL FOR EARLY REGISTRATION

Name of School: _____

Date: _____

School Head: _____

District: _____

INDICATORS	EVIDENT	NOT EVIDENT	REMARKS
I. Frontline Services			
1. School Advocacy Campaign <ul style="list-style-type: none"> • Information dissemination strategies (print, radio, online) 			
2. Participation of Stakeholders <ul style="list-style-type: none"> • Consultative Meeting/Dialogue with Barangay Officials, PTA and SSG Officers 			
3. Child or Youth Find Activities <ul style="list-style-type: none"> • Family Mapping, Home Visits/ Street Visits to the target enrollees 			
4. Planning and Implementation of the Registration <ul style="list-style-type: none"> • Consultative Meeting/Dialogue • Committee for Every Registration • Registration Forms 			
5. Registration Centers Elementary Level <ul style="list-style-type: none"> • RC for Kindergarten • RC for Grade 1 Secondary Level <ul style="list-style-type: none"> • RC for Grade 7 • RC for Grade 11 • RC for Youth with Disability Online / Remote Registration Centers _____			
II. Enrolment:			
Kinder : Male _____ Female _____ Total _____			
Grade 1 : Male _____ Female _____ Total _____			
Grade 7 : Male _____ Female _____ Total _____			
Grade 11 : Male _____ Female _____ Total _____			



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Learners with Disability : Male _____ Female _____ Total _____

Other Grade Levels : Male _____ Female _____ Total _____

III. GAPS, CONCERNS & ISSUES, RECOMMENDATIONS AND SOLUTIONS (Problems gathered during the conduct of the activity and the recommendations and solutions made).

Gaps, Concerns, Issues	Recommendations/Solutions

Over-all Observations/Comments/Suggestions

 Name and Signature of Monitoring Representative

 Name and Signature of Respondent

Date Accomplished: _____



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

Contact No.: 09190040217

Website: sdosiargao.com

siargao@deped.gov.ph

DepEd Siargao