



Republic of the Philippines  
**Department of Education**  
 Region VI- Western Visayas  
**DIVISION OF SAGAY CITY**

**FEB 03 2025**

**DIVISION MEMORANDUM**

No. 075, s. 2025

**EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026**

TO : Assistant Schools Division Superintendent  
 Chiefs of CTD and SGOD  
 Education Program Supervisors of CID & SGOD  
 Public Schools District Supervisors  
 All Others Concerned

1. Attached is DepEd Memorandum dated 21 January 2025 titled, "Early Registration for School Year 2025-2026", signed by the Undersecretary for Strategic Management and Asst. Secretary, OIC, Office of the Undersecretary for Operations.
2. The reiteration of this issuance reminds all School Heads and Assistant Principals to comply with the conduct of early registration for school year 2025-2026.
3. Anent to this, the Division will conduct a monitoring on the conduct of Early Registration from January 25 – February 15, 2025.
4. Teams assigned to monitor is attached in Enclosure 1 and Enclosure 2 for Monitoring Tool to be used.
5. Widest and immediate dissemination of this memorandum is desired.

  
**DANNIE CLARK M. UGUIL, CESE**  
 Assistant Schools Division Superintendent  
 OIC- Schools Division Superintendent



Enclosure : N/A  
 Reference : As Stated  
 Allotment : N/A  
 No. of Pages : 3  
 To be indicate in the **Perpetual Index** under the following subjects:  
**FORMS DATA REPORTS**  
 FN: bdc/SGOD-Planning



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**DIVISION OF SAGAY CITY**

Enclosure No. 1 of Division Memorandum No. 075, s. 2025

**MONITORING TEAM**

<b>TEAM A</b>	<b>TEAM B</b>	<b>TEAM C</b>
TL: Araceli Craus	TL: Josette Balandra	TL: Nova Zamora
1. Brenda Dina Labangco	1. Jason Rubrico	1. Grace Lanutan
2. Princess Harney Basa	2. Edward Martorillas	2. Marli Piccio
3. Dr. Dominique Diamante	3. James Sabio	3. Lisette Grace Cabalang
4. Joana Alyssa Dagonan	4. Irish Theresa Ubamos	4. Melanie Descartin
5. Junmarl Alconga	5. Marilou Millares	5. Jerald Maglantay
6. Jecen Despi	6. Rex Yangco	6. Dr. Rhizza Faye Barcenilla
<b>PSDSs</b>	<b>PSDSs</b>	<b>PSDSs</b>
7. Glendame Flores	7. Benjie Bautista	7. Jonel Mañale
8. Gina Radan	8. Eleanor Lo	8. Benito Aquino
9. Glenda Tan	9. Analie Buhayan	9. Marilyn Gamboa
10. Richard Rubin		

<b>District 2</b>	<b>District 3</b>	<b>District 1</b>
Maria Lopez ES	Bato CES	Jose B. Puey Sr. ES
Ricardo Gamboa ES	Macamilco ES	BV Rodriguez ES
Cesar Gamboa ES	Uychiat ES	Alfredo Maranon Sr. ES
Raynor Mes ES	Maquiling ES	Alfredo Maranon Sr. ES-SOF
Sir Arthur Cooper ES	Maquiling ES-Crossing Bago Ext.	General Luna ES
Josebio Gonzaga MES	Campo Himogaan ES	<b>District 7</b>
<b>District 4</b>	MD Salcedo ES	Gil Lopez ES
Vito ES	Manara ES	Hautea ES
Elia T. Canoy ES	<b>District 6</b>	Filomeno Pascual ES
Matabas ES	Lopez Jaena ES	Fabrica ES
Molocaboc II ES	Pacol ES	Josebio Gonzaga ES- Ext
Plaridel ES	Laon ES	Valeriana Añalucas IS
Tuong ES	Briones Salcedo ES	<b>District 10</b>
Raymundo Tupas ES	Campo Santiago ES	Sagay NHS
Raymundo Tupas ES-Sesco Ext.	Hamticon ES	Sagay City Farm School
<b>District 5</b>	RT Halipa ES	Trinidad Lopez ES
Old Sagay ES	Baviera ES	Old Sagay NHS
Bulanon ES	Sherman Hill IS	Vito NHS
Onofre dela Paz ES	<b>District 8</b>	Bulanon Farm School
PR Katalbas I ES	Bato NHS	Bulanon FS- Onofre Ext.
PR Katalbas II ES	Patricio Baviera NHS	Sagay City Senior High School
Talusan ES	Campo Bago NHS	
Suyac ES	Sewahon NHS	
<b>District 9</b>	Jesus Lizares NHS	
Eusebio Lopez MIS	Sewahon NHS	
Sagay City Eco-Zone NHS	Jesus Lizares NHS	
Himogaan Baybay IS	Campo Bago NHS- Manara Ext.	
Molocaboc IS		
SV Aguilar IS		
Colonia Divina IS		
B. Mahilum ES		
B. Mahilum ES-HBIS - Annex		



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Enclosure No. 2 of Division Memorandum No. OT5, s. 2025

**EARLY REGISTRATION**  
 Monitoring and Evaluation Tool

School:	
School Address:	
School ID:	
School Head:	
Contact Number:	

**Instructions:** Put a check mark (/) next to the items if observed or not. Write in the "REMARKS" column other observations related to the given indicator.

<b>ACTIVITIES:</b>	<b>Observed</b>	<b>Not Observed</b>	<b>Remarks</b>
1. Conducted an Early Registration within the given period.			
2. Intensified advocacy program before the conduct of Early Registration Day using the EIC materials such as but not limited to fliers, hanging of streamers, online publication, and barangay mapping.			
3. Organized a help desk to assist the public.			
4. Posted the Process Flow of Early Registration at the entrance of the school and/or conspicuous place.			
5. Disseminated to the public the necessary information needed in registering incoming Kindergarten, Grade 1, 7, and 11 learners			
6. Established a mechanism to ensure that all learners from 5-17 years old and out-of-school children and youth are registered			
7. Established strong collaboration among school heads, teachers, parents, and stakeholders is evident.			
8. Monitored the attendance of all teachers during the conduct of early registration.			
9. Encoded the quick count in the LIS.			

**Other Issues and Concerns:**

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**Recommendations:**

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**Monitored by:**

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 (Signature Over Printed Name)

