



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: bdd/SGOD-Planning



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

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

MONITORING TEAM

TEAM A	TEAM B	TEAM C
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 Dagunan	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
PSDSs	PSDSs	PSDSs
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		

District 2	District 3	District 1
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	District 7
District 4	MD Salcedo ES	Gil Lopez ES
Vito ES	Manara ES	Hautea ES
Elia T. Canoy ES	District 6	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	District 10
Raymundo Tupas ES	Campo Santiago ES	Sagay NHS
Raymundo Tupas ES-Sesco Ext.	Hamticon ES	Sagay City Farm School
District 5	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	District 8	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	
District 9	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		



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

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.

ACTIVITIES:	Observed	Not Observed	Remarks
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:

Recommendations:

Monitored by:

(Signature Over Printed Name)