



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

FEB 02 2026

DIVISION MEMORANDUM

No. 000, s. 2026

CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2026-2027

To: Assistant Schools Division Superintendent
 Chiefs of CID and SGOD
 Education Program Supervisors of CID & SGOD
 Public Schools District Supervisors
 Public and Private Elementary and Secondary School Heads
 All others concerned

- In line with DepEd Order No. 12, s. 2025, titled Multi-Year Implementing Guidelines on the School Calendar and Activities, this Office announces the **Conduct of Early Registration for School Year 2026-2027** from January 31 to February 27, 2026, for incoming Kindergarten, Grades 1, 7, and 11 learners, Out-of-School Children and Youth (OSCY), and transferees.
- All public schools shall update and encode Early Registration data on a daily basis in the Learner Information System (LIS) using the school head's account. Learners in Grades 2-6, 8-10, and 12 shall be automatically pre-registered in the system. The data collected shall serve as the basis for class organization, teacher deployment, classroom allocation, and other related administrative planning activities.
- Schools shall establish Early Registration Desks, designate personnel, and undertake advocacy and information dissemination through school premises and official social media platforms. The Kindergarten cut-off age shall be determined in accordance with DepEd Order No. 15, s. 2025, which serves as the official basis for age eligibility. Private schools may also conduct early registration within the same period.
- Enclosed with this Memorandum are the Basic Education Enrollment and Registration Form (BEERF), the Division Field Technical Assistance Team (DFTAT), and the Early Registration Monitoring and Evaluation Tool. The DFTAT shall conduct the monitoring and evaluation of the early registration activities to ensure proper implementation and compliance with established guidelines.
- It is understood that in the conduct of this activity, there shall be no discrimination of participants on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
- Immediate and widest dissemination of, and strict compliance with, this Memorandum are highly enjoined.

DANNIE CLARK M. UGUIL
 Assistant Schools Division Superintendent
 OIC- Schools Division Superintendent



Enclosure : 3
 Reference : **DO No. 12, s. 2025, DO No. 15, s. 2025**
 No. of Pages : 4

To be indicate in the **Perpetual Index** under the following subjects:

EARLY REGISTRATION ENROLLMENT DATA

FN: *bdcl/SGOD-Planning*



Address: Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
 Email Add: sagay.city001@deped.gov.ph



Republic of the Philippines
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 NEGROS ISLAND REGION
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Enclosure No. 1 of Division Memorandum No. 044, s. 2026

Basic Education Early Registration Form (BEERF)

		As of 01/15/2025
BASIC EDUCATION EARLY REGISTRATION FORM THIS FORM IS NOT FOR SALE		
<i>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.</i>		
1. School Year <input type="text"/> - <input type="text"/>	Learner Reference No. (LRN), if applicable: <input type="text"/>	
2. Grade Level to Enroll: _____		
3. Learner's Personal Information		
Learner's Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extrn. Name, if any)</small>		
Birthdate (mm/dd/yyyy): ___/___/___ Age: ___ Sex: ___ Male ___ Female Religion: _____		
Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? ___ No ___ If yes, please specify: _____		
Is the learner a person with disability (PWD)? ___ No ___ If yes, please specify: _____		
Current Address: _____ <small>House No. Sitio/Street Barangay Municipality/City Province</small>		
Father's Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extrn. Name, if any)</small>		
Mother's Maiden Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extrn. Name, if any)</small>		
Legal Guardian's Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extrn. Name, if any)</small>		
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 use my child's details for the early registration data collection. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.		
_____ Signature Over Printed Name of Parent/Guardian		_____ Date

		As of 01/15/2025
BASIC EDUCATION EARLY REGISTRATION FORM THIS FORM IS NOT FOR SALE		
<i>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.</i>		
1. School Year <input type="text"/> - <input type="text"/>	Learner Reference No. (LRN), if applicable: <input type="text"/>	
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Birthdate (mm/dd/yyyy): ___/___/___ Age: ___ Sex: ___ Male ___ Female Religion: _____		
Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? ___ No ___ If yes, please specify: _____		
Is the learner a person with disability (PWD)? ___ No ___ If yes, please specify: _____		
Current Address: _____ <small>House No. Sitio/Street Barangay Municipality/City Province</small>		
Father's Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extrn. Name, if any)</small>		
Mother's Maiden Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extrn. Name, if any)</small>		
Legal Guardian's Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extrn. Name, if any)</small>		
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 use my child's details for the early registration data collection. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.		
_____ Signature Over Printed Name of Parent/Guardian		_____ Date



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Enclosure No. 2 of Division Memorandum No. 044, s. 2026

Division Field Technical Assistance Team (DFTAT)

District	TEAM LEADERS	SGOD	CID	OSDS
District 1-A	Glendame E. Flores	Princess Harney Basa	Romeo B. Santillan	Stephany G. Abiles
District 1-B	Marilyn B. Gamboa	Araceli A. Craus	Cesar C. Demafiles	Aimee Emnace
District 1-C	Benjie D. Bautista	Decelyn Doletin	Marlon C. Dublin	Ma. Leah Linda Tan
District 1-D	Gina J. Radan	Josette P. Balandra	Marlon L. Solivio	Josie Rebusquillo
District 2-A	Richard T. Rubin	Aroebelle Pearl L. Pasamanero	Feliciano Mercurio	Rhea Baroba
District 2-B	Glenda S. Tan	Junmarl Alconga	Elizabeth B. Romo	Rhodora Desamparado
District 3-A	Jonel S. Mañale	Brenda Dina Labangco	Nova B. Zamora	Louiene Grace Macatual
District 3-B	Eleanor Y. Lo	Lisette Grace Cabalang	Jordan T. Beleganio	Jonah Uypico
District 3-C	Benito B. Aquino	Dr. Rizza Faye Barcenilla	Salvacion D. Enso	Romie Osal
District 3-D	Analie V. Buhayan	James Sabio	Cynthia D. Marifosque	Atty. Barbara Ann Tolentino



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Enclosure No. 3 of Division Memorandum No. 004, s. 2026

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. School Advocacy Campaign (EIC materials, Tarpaulins)			
2. Registration center in the school premises			
3. Utilized of the Basic Education Early Registration Form			
4. Encoded the updated data of early registration in the LIS			
5. Child mapping results			

Grade Level	Current Enrollment SY 2025-2026	Prospective Enrollment SY 2026-2027	Early Enrollment as of (every Friday)_____	Early Enrollment as of (every Friday)_____	Early Enrollment as of (every Friday)_____	Early Enrollment as of (every Friday)_____
Kinder						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Other Issues and Concerns:

Recommendations:

Monitored by:

(Signature Over Printed Name)



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