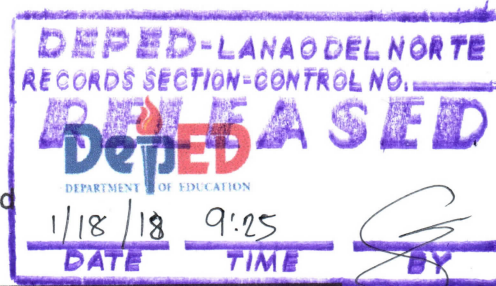




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**Division of Lanao del Norte**  
Gov. A. Quibranza Prov'l. Gov't Compound  
Pigcarangan, Tubod, Lanao del Norte



## DIVISION MEMORANDUM

No. 28 s. 2018

**TO:** SCHOOL HEADS  
PUBLIC ELEMENTARY SCHOOL  
PUBLIC JUNIOR HIGHSCHOOL  
PUBLIC SENIOR HIGH SCHOOL  
This Division

**FROM:**  **ROY ANGELO E. GAZO**  
Schools Division Superintendent

**DATE:** January 17, 2018

**SUBJECT: EARLY REGISTRATION FOR S.Y. 2018-2019**

1. Relative to the issued Region Memorandum No. 15s. 2018 entitled Early Registration for Kindergarten – Grade 10 and Senior High School, all School Heads are hereby reminded of the conduct of Early Registration from January 29, 2018 to February 23, 2018.
2. The following suggested activities are to be undertaken:
  - a. Strengthening the Division/District/School Task Force on the Early Registration Program;
  - b. Family mapping by elementary, secondary teachers and school heads and ALS Implementers, in coordination with local officials and civic organizations;
  - c. Coordinating with private schools and day care centers for the listing of their 4-5-year-old children who are presently enrolled in the day care centers;
  - d. Tapping local Radio Stations announcing or plugging-in the drive for early enrollment;

- e. Publishing basic information drive in bulletin boards of schools, municipal/barangay halls, and other public places; and
  - f. Announcing Early Registration in assemblies, meetings, and or conferences.
3. All concerned are reminded further that we have targets for enrollment in our DEDPs. Check your current enrollment against your target, to see the need to improve our campaign for enrollment.
4. All schools must post pictures of the activities conducted in the school in line with the registration. House-to-house campaign/enrollment should be conducted.
5. The design for the tarpaulin was posted in the fb group pages.
6. Expenses related to the Early Registration Day shall be charged to local funds and other fund sources, as appropriate and as authorized, subject to existing accounting and auditing rules and regulations.
7. Please visit the link that was given by the Regional Office for Early Enrollment. <https://drive.google.com/drive/u/0/folders/1ekpKsz6QNR2JVAnT5IYeV7hS5p8iUVdF>
8. Enclosed herewith are the templates that should be used in filling up the basic information on the activity.
9. For information and strict compliance.



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**DEPARTMENT OF EDUCATION**  
**REGION X**

*Zone 1 Upper Balulang, Cagayan de Oro City*

Telephone No.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51 website: depedreg10.net



Template 1

**DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS**  
**(Elementary Level)**

|  |  |
|--|--|
| Total Number of Elementary Schools               |  |
| Total Number of Schools with Increased Enrolment |  |

| Level        | Enrolment<br>(2017-2018) | Tentative<br>Enrolment<br>(2018-2019) | Variance<br>(Tentative Enrolment<br>2018-2019 - Enrolment<br>2017-2018) |
|--------------|--------------------------|---------------------------------------|---|
| Kindergarten |                          |                                       |   |
| Grade 1      |                          |                                       |   |
| Grade 2      |                          |                                       |   |
| Grade 3      |                          |                                       |   |
| Grade 4      |                          |                                       |   |
| Grade 5      |                          |                                       |   |
| Total        |                          |                                       |   |

Prepared by:

\_\_\_\_\_  
Division Planning Officer

Noted:

\_\_\_\_\_  
Schools Division Superintendent



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Template 2

**DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS**  
**(Secondary-Junior High School)**

|  |  |
|--|--|
| Total Number of Secondary Schools                |  |
| Total Number of Schools with Increased Enrolment |  |

| Level    | Enrolment<br>(2017-2018) | Tentative<br>Enrolment<br>(2018-2019) | Variance<br>(Tentative Enrolment<br>2018-2019 - Enrolment<br>2017-2018) |
|----------|--------------------------|---------------------------------------|---|
| Grade 7  |                          |                                       |   |
| Grade 8  |                          |                                       |   |
| Grade 9  |                          |                                       |   |
| Grade 10 |                          |                                       |   |
| Total    |                          |                                       |   |

Prepared by:

\_\_\_\_\_  
Division Planning Officer

Noted:

\_\_\_\_\_  
Schools Division Superintendent



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Template 3

**DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS**  
**(Secondary-Senior High School)**

| Level    | Enrolment<br>(2017-2018) | Tentative<br>Enrolment<br>(2018-2019) | Variance<br>(Tentative Enrolment<br>2018-2019 - Enrolment<br>2017-2018) |
|----------|--------------------------|---------------------------------------|---|
| Grade 11 |                          |                                       |   |
| Grade 12 |                          |                                       |   |

Prepared by:

\_\_\_\_\_  
Division Planning Officer

Noted:

\_\_\_\_\_  
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Template 4

**DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS**  
**(Alternative Learning System)**

| Age Level    | Enrolment<br>(2017-2018) | Tentative Enrolment<br>(2018-2019) | Variance<br>(Tentative Enrolment<br>2018-2019 - Enrolment<br>2017-2018) |
|--------------|--------------------------|------------------------------------|---|
| 9            |                          |                                    |   |
| 10           |                          |                                    |   |
| 11           |                          |                                    |   |
| 12 and above |                          |                                    |   |
| Total        |                          |                                    |   |

Prepared by:

\_\_\_\_\_  
Division Planning Officer

Noted:

\_\_\_\_\_  
Schools Division Superintendent



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Template 5

**DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS**  
**(Special Education)**

| <b>Category of Disability</b>    | <b>Enrolment<br/>(2017-2018)</b> | <b>Tentative<br/>Enrolment<br/>(2018-2019)</b> | <b>Variance<br/>(Tentative Enrolment<br/>2018-2019 - Enrolment<br/>2017-2018)</b> |
|----------------------------------|----------------------------------|--|---|
| <b>Children/Youth with:</b>      |                                  |  |   |
| Visual Impairment                |                                  |  |   |
| Hearing Impairment               |                                  |  |   |
| Intellectual Disability          |                                  |  |   |
| Speech/Language<br>Impairment    |                                  |  |   |
| Serious Emotional<br>Disturbance |                                  |  |   |
| Autism                           |                                  |  |   |
| Orthopaedic Impairment           |                                  |  |   |
| Special Health Problems          |                                  |  |   |
| Multiple Disabilities            |                                  |  |   |
| <b>TOTAL</b>                     |                                  |  |   |

**Prepared by:**

\_\_\_\_\_  
**Division Planning Officer**

**Noted:**

\_\_\_\_\_  
**Schools Division Superintendent**