



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Zamboanga Peninsula, Region IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
 Dipolog City 7100

DEPARTMENT OF EDUCATION
 DIVISION OF ZAMBOANGA DEL NORTE
 DIPOLONG CITY, 7100

RELEASED

BY: _____ DATE: 25 JAN 2016
 NAME / SIGNATURE

Division Memorandum

No. 040 S. 2016

To: Public Schools District Supervisors
 ESP/School Heads
 District Kindergarten Coordinators
 Kindergarten Teachers

From: **NATIVIDAD P. BAYUBAY, CESO VI**
 Officer-In-Charge
 Office of the Schools Division Superintendent

Subject: **Early Registration for SY 2016 - 2017**

Date: January 21, 2016

1. Compliance to what has been set in DepEd Order 9, s. 2015, Re: School Calendar for School Year (SY) 2015 -2016, particularly on the date of **January 30, 2016 as Early Registration Day (Saturday)**, schools are advised to conduct massive advocacy campaign to find children and youth in the communities not currently enrolled to register and or bring them back to school.
2. The objectives of this early registration are:
 - a. to ensure that all 5-year old children are enrolled in kindergarten;
 - b. to locate, identify and enroll out of school children and youth who may belong to the following:
 - i. children and youth in remote locations,
 - ii. children and youth in difficult circumstances,
 - iii. children and youth who belong to disadvantaged groups or who suffer from discrimination.
 - iv. children and youth with disabilities;
 - c. to understand the barriers to access to education and identify local interventions to bring them to school and ensure that they do not drop out.
3. Schools are urged to come up with various activities such as mapping/house to house campaigns or meetings with local and barangay officials and civic organizations to help and locate children who should be in schools.
4. Attached is the tool for mapping to be accomplished and should be submitted to this office on or before February 19, 2016.
5. Kindergarten teachers are advised to enroll the identified out of school 5-year old children in Kindergarten Catch-Up Education Program (KCEP) following the eight-week curriculum so they can be accepted in Grade I comes June 2016.
6. Teachers' involvement to this activity will be given service credits provided they are able to submit accomplished documents to support compliance.
7. Immediate dissemination of and strict compliance with this memorandum is desired.

TOOL FOR MAPPING OF 5-11 YEARS OLD CHILDREN

Name of Barangay covered by the School: _____
 Name of School: _____

District: _____

Last Name	NAME			Relationship of the Household Head	Is the residence permanent? (Y/N)	If yes, indicate Home Address	Number of years in said address.	Age	Date of Birth	With Birth Certificate? (Y/N)	Ethnicity	Religion	If with disability, specify type of disability. 1/	Highest Educational Level completed 2/	Is currently studying? (Y/N)	What Level?	If Yes Name of School	If thru ADM, specify type of ADM	If No, reason for not studying		
	First Name	Middle Name	Gender																		

Interviewer: _____ Name in Print and Signature

Date of Interview: _____

Note: Data may be taken from BHW, BLGU, MSWDO and BNS.

1/ Children with the following disabilities:
 1 Visual Impairment
 2 Hearing Impairment
 3 Intellectual Disability
 4 Learning Disability
 5 Speech/Language Impairment
 6 Serious emotional disturbance
 7 Autism
 8 Orthopedic Impairment
 9 Special Health Problems
 Please see DepEd Order No. 2, s. 2014
 For the detailed description.

2/ Educational Level:
 K-Kindergarten
 1-Grade 1
 2-Grade 2
 3-Grade 3
 4-Grade 4
 5-Grade 5
 6-Grade 6
 7-Grade 7
 8-Grade 8
 9-Grade 9
 10-Grade 10
 11-Grade 11
 12-Grade 12

*Children who are 5 years old or on before June 1, 2016.
 ADM - Alternative Delivery Mode*