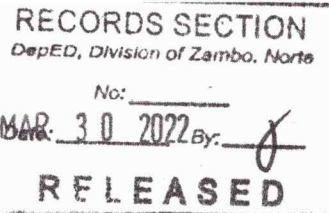


Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum

No. 118, S. 2022

To: Public Schools District Supervisors/PICDs
Public Elementary and Secondary School Heads
School Registrars
All Others Concerned
This division

From: **VIRGILIO P. BATAN JR., CESO VI**
Schools Division Superintendent *[Signature]*

Subject: Conduct of the Early Registration for School Year 2022-2023

Date March 25, 2022

1. The office announces the Early Registration for School Year (SY) 2022-2023 from March 25 to April 30, 2022.
2. Accordingly, all incoming Kindergarten, Grades 1, 7, and 11 learners in all public elementary and secondary schools shall pre-register to allow the Department to make necessary preparations and adjustment of plans for the incoming school year. Grades 2-6, 8-10, and 12 are considered pre-registered and will not need to participate in early registration. Private schools are encouraged to conduct their respective early registration activities on the same timeframe.
3. Daily updating or encoding in the ER facility in the LIS shall be done by every school using the school head or school administrator account. Schools shall utilize the Modified Basic Education Enrolment Form (electronic or printed copies) to ensure necessary information of learners and preferred learning modality are obtained.
4. Schools may also encode in the ER facility the prospective enrollees for other grade levels (e.g., Grades 2-6, 8-10, and 12) based on the previous school enrolment.
5. In-person registration through parents/guardians may be allowed in areas under Alert Level 1-2 provided physical distancing and follow health safety protocols.
6. Moreover, school authorities of both public and private are mandated to strictly implement the kindergarten cut-off age under DepEd Order No. 47, 2016 as amended by DO 020, s. 2018.
7. For more information, please contact the Planning & Research Unit through Giparel B. Elumba at **0917-114-8316** and Hazel Janolino Ranjith at **0968-521-1322**.
8. Immediate dissemination is desired.

SGOD/P&R/hjr/Conduct of Early Registration/DM-0010-2022/03252022

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



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