

# Department of Education

NATIONAL CAPITAL REGION



January 07, 2025

### REGIONAL MEMORANDUM

No. 044 , s. 2025

**To:** Schools Division Superintendents
Division Planning Officers
Public and Private Elementary and Secondary
School Heads
All Others Concerned

#### EARLY REGISTRATION FOR SCHOOL-YEAR 2025-2026

- 1. In reference to DepEd Order No. 009, s. 2024, titled "Implementing Guidelines on the School Calendar and Activities for School Year 2024-2025," early registration for incoming Kindergarten, Grades 1, 7, and 11 for School Year 2025-2026 will begin on January 25, 2025.
- 2. Early registration refers to the pre-registration of incoming Kindergarten, Grades 1, 7 and 11 learners, conducted prior to the start of classes. Meanwhile, learners in other grade levels are already deemed "pre-registered" in accordance with DepEd's policy.
- 3. All public elementary and secondary schools in the region are required to conduct early registration for incoming kindergarten, Grades 1, 7 and 11 learners starting from the last Saturday of January to the last Friday of February each year.
- 4. To ensure accurate reporting, all public and private schools are directed to encode and update learners` data daily in the Early Registration facility using the school head`s or school administrator`s account in the LIS.
- 5. Authorities of public and private schools are reminded to strictly enforce and implement the Kindergarten cut-off age as stipulated in D.O. No. 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).





Address: 6 Misamis St., Bago Bantay, Quezon City E-mail address: ncr@deped.gov.ph

Website: depedncr.com.ph





## Republic of the Philippines

## Department of Education

NATIONAL CAPITAL REGION

- 6. The Schools Division Offices (SDOs) and schools shall conduct various activities to prepare for early registration and to reach prospective registrants, involving other stakeholders in the process.
- 7. Ensure that all new entrants for Kindergarten, Grades 1, 7, and 11 in public and private elementary and secondary schools in your respective divisions are registered for School Year 2025-2026.
- 8. For questions and clarifications, please contact the Planning Service-Education Management Information System Division (PS-EMISD) via email at ps.emisd@deped.gov.ph or the Policy, Planning, and Research Division at pprd.ncr@deped.gov.ph.
- 9. Immediate dissemination of this Memorandum is directed.

JOCELYN DR. ANDA

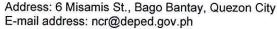
Regional Director, NCR
Concurrent Officer-In-Charge
Office of the Assistant Secretary for Operations

pprd









Website: depedncr.com.ph



