



**Republic of the Philippines**  
**Department of Education**  
**Region III – Central Luzon**  
**Schools Division of San Jose del Monte City**

March 22, 2022

SCHOOL MEMORANDUM  
NO. 023 s.2022

**CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023**

To: All Teacher

In response to DepEd Memo No. 017 s.2022. Kindergarten Early Registration for S.Y. 2022-2023, Graceville Elementary School (GVES) undertake the following guidelines from March 25 to April 30, 2022:

1. The following process can be conducted:
  - On-site (face to face) registration will be done in school premises
  - GVES Facebook page
  - Google Form
2. Transferees are required to visit the school to register. Online registration is only for incoming Kindergarten and old student.
3. Advocacy campaign for early registration will as follows:
  - Tarpapel in conspicuous areas in school
  - Brgy. Hall
  - designated Day Care Center
  - HOA Officers of Brgy. Graceville
4. Observation of IATF and DOH health protocols as measures to avoid the spread of the virus. The following are:
  - Wearing of facemask at all time
  - Hand sanitizing
  - Wearing face shield (optional)
  - Health Declaration



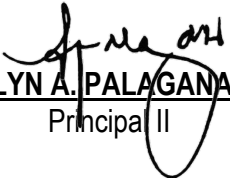
Graceville Elementary School  
Address: Brgy. Graceville, San Jose del Monte City  
Tel. No.: (044) 307-0131  
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5. Enclosure No. 1 is attached as reference for Early Registration Activities (DepEd MEMO No. 017 s.2022.)
6. For information and guidance.

Let us be united in prayers as one community to overcome the challenges that we presently face.

  
**DIANALYN A. PALAGANAS, PhD.**  
Principa II



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Enclosure No.1 of SM No.023 s. 2022

21 MAR 2022

DepEd MEMORANDUM  
No. **017**, s. 2022

**CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
School Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In preparation for the incoming class opening, the Department of Education (DepEd) announces that the Early Registration for School Year (SY) 2022-2023 shall be conducted from **March 25 to April 30, 2022**, nationwide.
2. As stipulated in DepEd Order (DO) No. 03, s. 2018 or the **Basic Education Enrollment Policy**, 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 the early registration. Private schools are encouraged to conduct their respective early registration activities on the same timeframe.
3. Daily updating or encoding in the Early Registration facility in the Learner Information System (LIS) shall be done by every school using the school head or school administrator account. Schools shall utilize the Modified Basic Education Enrollment Form (electronic or printed copies) to ensure that the necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners and other data such as preferred learning modality are obtained properly.
4. Schools may also encode in the Early Registration facility the prospective enrollees for other grade levels (e.g., Grades 2-6, 8-10, and 12) based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment.
5. In the context of the prevailing COVID-19 public health emergency, the conduct of the early registration shall be done remotely in areas under Alert Levels 3 to 5. In-person registration through parents or guardians may be allowed in areas under Alert Levels 1-2 provided physical distancing and health and safety protocols are strictly observed.
6. School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age under DO 020, s. 2018, **Amendment to DepEd Order No. 47, s. 2016**.

DepEd Complex, Meralco Avenue, Pasig City 1600 ☎ 8633-7208/8633-7228/8632-1361 📠 8636-4876/8637-6209 🌐 [www.deped.gov.ph](http://www.deped.gov.ph)



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7. For more information, please contact the **Planning Service-Education Management Information System Division**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).

8. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

References:

DepEd Order: (No. 03 and 020, s. 2018)



To be indicated in the Perpetual Index  
under the following subjects:

ADMISSION  
BASIC EDUCATION  
DATA  
ENROLLMENT  
KINDERGARTEN EDUCATION  
LEARNERS  
PROGRAMS  
SCHOOLS  
TEACHERS

JDMC/APA/MPC, DM Conduct of the Early Registration for SY 2022-2023  
0071 – March 17, 2022



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