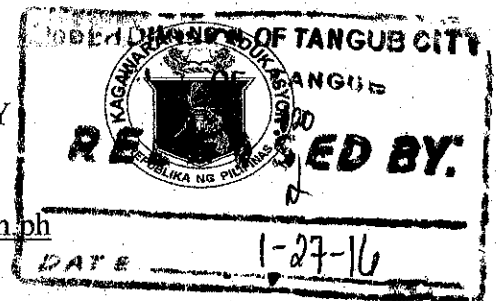




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**DIVISION MEMORANDUM**

No. 20, s. 2016

**TO:** Curriculum and Implementation Division  
School Governance and Operations Division  
Office of the Schools Division Superintendent  
Alternative Learning System (ALS)  
Coordinating Principals  
Principals, Head Teachers, TICs  
Elementary & Secondary

**From:** VICTORIA V. GAZO, Ph. D., CESO V  
Schools Division Superintendent

**SUBJECT:** COMMENCEMENT OF EARLY REGISTRATION FOR SY 2016-2017

**Date:** January 27, 2016

1. The Department of Education declares **January 30, 2016** as the commencement of **Early Registration** for the (SY) 2016-2017 for **kindergarten and all grade levels in all public elementary and secondary schools** to achieve universal participation and completion of the cycle.
2. With the support of local officials and civic organizations, a massive advocacy campaign to find children and youth in the communities not currently enrolled and bring them back to school shall be undertaken from **January 30, 2016 to February 29, 2016**.
3. Schools are urged to put up streamers for the Early Registration Day and to come up with various activities such as house-to-house campaigns or meeting with local and barangay officials and civic organizations to help and locate children who should be in schools.
4. Expenses related to the Early Registration Day shall be charged to local funds and other fund sources, as appropriate and as authorized and subject to existing accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is hereby desired.

**ACTIVITIES IN SUPPORT OF EARLY REGISTRATION AND THE  
REGISTRATION PROCESS**

**Advocacy Campaign**

1. Schools are enjoined to work with parents, local *barangay* officials, and other stakeholders.

**Child or Youth Find Activities**

1. Schools shall lead the *Child or Youth Find Activities*, in collaboration with the LGUs and *barangays*.
2. Schools near indigenous cultural communities shall be mobilized to ensure early registration of the targeted enrollees. These schools should coordinate with the IPEd focal person for support on contextualization of education for IP learners.
3. High school principals and staff shall work with the chairpersons of the *barangay* and may also tap Student Government Organization officials and Boy Scout/Girl Scout leaders to locate elementary graduates who either have not enrolled in high school or dropped out of school so that appropriate program interventions could be planned.
4. Elementary or high school principals shall visit families with children who require special education to assess their educational needs to be able to plan for providing these children's educational support and intervention.

**Early Registration**

1. Age Qualifications for Kindergarten  
Kindergarten children should be at least 5 years old by June 1, 2016.
2. Documentary Requirement:
  - a. The *birth certificate* of the child shall be the documentary basis for early registration.
  - b. If not available during the *Early Registration*, the document can be submitted within the school year.
  - c. The same document is required for other children and youth who have never been to school.
3. Elementary and high school officials shall identify the Registration Centers (RCs) in the school premises and individuals who will handle the registration on January 30, 2016 and during school days from February 1 – 29, 2016.
4. Registration of Children and Youth with Special Needs
  - a. SPED Centers, trained SPED teachers assigned to regular schools, and all health personnel will assist in locating children and youth with disabilities, from five to 18 years old, who have not been to school.
6. Registration of OSCs and OSYs  

Learners who have dropped out from elementary or secondary schools and who want to be enrolled in the formal system through an *Alternative Delivery Mode (ADM)* or the Alternative Learning System (ALS) shall present their *report card* to the Teacher-in-Charge of the registration. If the report card is not available, a *certification letter* signed by the parent/guardian can be presented.
7. Elementary and high school officials shall ensure that children or youth registered during this period will come to school on June 2016.