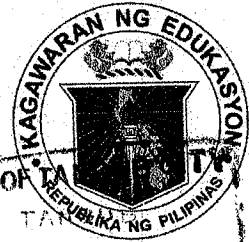


Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
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Division Memorandum
No. 3, s. 2017

RELEASED BY: *m*
DATE: 1-9-17

To: Curriculum Implementation Division
School Governance and Operations Division
All Elementary and Secondary School Heads
This Division

From: *for: V. Gazo*
VICTORIA V. GAZO, Ph. D., CESO V
Schools Division Superintendent
1-9-17

Date: January 9, 2017

Subject: EARLY REGISTRATION

1. In line with *Regional Memorandum No. 2, s. 2017* re: *Early Registration*, this Office hereby requires all elementary and secondary schools of this Division to conduct Early Registration for Kindergarten to Grade 10 including Senior High School from January 28, 2017 to February 24, 2017.
2. A massive campaign shall be undertaken in order to find children and youth in the communities not currently enrolled and bring them back to school.
3. The following are the objectives of early registration:
 - a. To ensure that all five-year old children are enrolled in kindergarten;
 - b. To locate, identify and enroll out of school children and youth who:
 - i. are in remote/geographical isolated areas;
 - ii. are in difficult circumstances;
 - iii. belong to disadvantaged groups or who suffer from discrimination;
 - iv. have disabilities or in need of special education; and
 - v. have dropped out but would like to go back to school.
 - c. To understand the barriers to access education and identify local interventions to bring them to school and ensure that they do not drop out.
4. The following suggested activities are to be undertaken:
 - a. Strengthening the District/School Task Force on the Early Registration Program

- b. Family mapping by elementary, secondary teachers and school heads and ALS Implementers in coordination with local officials and civic organizations
 - c. Coordinating with private schools and Day Care Centers for the listing of their 4-5 year old children who are presently enrolled in the Day Care Centers
 - d. Tapping local Radio Stations announcing or plugging-in the drive for early enrollment
 - e. Publishing basic information drive in bulletin boards of schools, Barangay Halls and other public places
 - f. Announcing Early Registration in assemblies, meetings, and or conferences
5. 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.
 6. Reports on early registration conducted shall be submitted to the Division Planning Officer for consolidation and submission to the Regional Office. Deadline of submission of reports will be on March 2, 2017.
 7. Immediate and wide dissemination of this memorandum is hereby desired.