



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Division Advisory No. <sup>138</sup> s. 2022

March 23, 2022

To: Public Secondary and Integrated School Heads  
All Others Concerned

**Conduct of the Early Registration for School Year 2022-2023**

1. In compliance to DepEd Memorandum No. 17, s. 2022 “Conduct of the Early Registration for School Year 2022-2023, the schools are advised to prepare for the incoming class opening and to conduct the Early Registration for SY 2022-2023 from March 25 to April 30, 2022.
2. As stipulated in DepEd Order No. 3, 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 preparation 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. School 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 enrollee for the next enrollment.



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** capiz@deped.gov.ph



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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 D.O. 20, s. 2018, Amendment to DepEd Order No. 47, s. 2016.
  
  
7. Streamers and posters should be placed at the school entrance and other public places.

  
SALVADOR O. OCHAVO, EdD., CESO V  
Schools Division Superintendent

MAR 28 2022



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