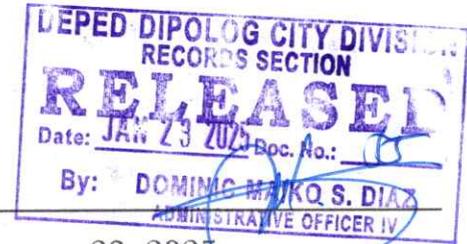




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



January 23, 2025

DIVISION MEMORANDUM

No. 55, s. 2025

EARLY REGISTRATION FOR THE SCHOOL YEAR 2025-2026

To: Asst. Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public School District Supervisors
All Public Elementary and Secondary School Heads
SGOD Personnel
All other concerned

1. Pursuant to DepEd Order No. 009, s.2024, titled “Implementing Guidelines on the School Calendar and Activities for School Year 2024-2025,” the early registration period for incoming Kindergarten, Grades 1, 7, and 11 learners for School Year 2025-2026 will be on January 25, to February 15, 2025.
2. Early registration refers to the pre-enrollment process for incoming Kindergarten, Grades 1, 7, and 11 learners, conducted ahead of the opening of classes. Learners in other grade levels are considered “pre-registered” following DepEd Policy.
3. To ensure accurate reporting, all public and private schools must encode and update learners' information daily using the Early Registration facility accessed through the school head's or school administrator's account in the Learner Information System (LIS).
5. School authorities are reminded to strictly adhere to the kindergarten cut-off age requirements specified in DepEd Order No. 020, s. 2018, which amends the provisions of DepEd Order No. 47, s. 2016.
6. For immediate and strict compliance.

ATTY. MA. CECILLE BASTASA-TANAGA
Attorney III
In-Charge of Office

For:
MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent