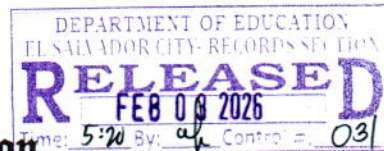




Republic of the Philippines
Department of Education

REGION X- NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



January 30, 2026

DIVISION MEMORANDUM
 NO. 030, s. 2026

CONDUCT OF EARLY REGISTRATION FOR SY 2026-2027

To: Assistant Schools Division Superintendent
 Chiefs of CID and SGOD
 Education Program Supervisors
 All Public Elementary and Secondary School Heads
 All others concerned
 This Division

1. In accordance with **DepEd Order No. 12, s. 2025**, the field is hereby enjoined to conduct the Early Registration of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools from January 31 to February 27, 2026. The prescribed cut-off age for Kindergarten enrollment shall strictly follow the provisions of **DepEd Order No. 15, s. 2025**.
2. Registration will be conducted during weekdays only. Schools are required to set up, prepare, and comply with the following:
 - 2.1. Establish an Enrollment Help Desk situated in a convenient and conspicuous area on the school campus;
 - 2.2. Conduct Early Registration face-to-face and/or through other platforms (e.g., Facebook or email) utilizing the Early Registration Form;
 - 2.3. Post the Early Registration Tarpaulin at the school gate and other conspicuous areas within the community.
 - 2.4. Announce the registration process using all available platforms or media. Conduct a *recorida* and/or caravan if necessary, perform community mapping, and consolidate mapping data with the BHW, BPO, and other Barangay personnel.
 - 2.5 Report Early Registration Data to the Learner Information System every day from January 31, 2026, to February 27, 2026.
 - 2.5. Submit on February 27, 2026 the Early Registration 2026 report to be provided in a separate issuance.



Address: Zone 3, Tuburan, Poblacion, El Salvador City
 Telephone Nos.: (088) 882-6326
 Email Address: elsalvador.city@deped.gov.ph
 Website: depedelsalvadorcity.net

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- 2.6. Document the registration process and post photos using the school's official Facebook account with the hashtag **#R10EarlyRegistration2026**.
3. This office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. Immediate and wide dissemination of this Memorandum is hereby directed.


RANDOLPH B. TORTOLA
Schools Division Superintendent
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