



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

January 07, 2025

REGIONAL MEMORANDUM

No. 044, s. 2025

To: Schools Division Superintendents
Division Planning Officers
Public and Private Elementary and Secondary
School Heads
All Others Concerned

EARLY REGISTRATION FOR SCHOOL-YEAR 2025-2026

1. In reference to DepEd Order No. 009, s. 2024, titled "Implementing Guidelines on the School Calendar and Activities for School Year 2024-2025," early registration for incoming Kindergarten, Grades 1, 7, and 11 for School Year 2025-2026 will begin on January 25, 2025.
2. Early registration refers to the pre-registration of incoming Kindergarten, Grades 1, 7 and 11 learners, conducted prior to the start of classes. Meanwhile, learners in other grade levels are already deemed "pre-registered" in accordance with DepEd's policy.
3. All public elementary and secondary schools in the region are required to conduct early registration for incoming kindergarten, Grades 1, 7 and 11 learners starting from the last Saturday of January to the last Friday of February each year.
4. To ensure accurate reporting, all public and private schools are directed to encode and update learners' data daily in the Early Registration facility using the school head's or school administrator's account in the LIS.
5. Authorities of public and private schools are reminded to strictly enforce and implement the Kindergarten cut-off age as stipulated in D.O. No. 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).



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6. The Schools Division Offices (SDOs) and schools shall conduct various activities to prepare for early registration and to reach prospective registrants, involving other stakeholders in the process.
7. Ensure that all new entrants for Kindergarten, Grades 1, 7, and 11 in public and private elementary and secondary schools in your respective divisions are registered for School Year 2025-2026.
8. For questions and clarifications, please contact the Planning Service-Education Management Information System Division (PS-EMISD) via email at ps.emisd@deped.gov.ph or the Policy, Planning, and Research Division at pprd.ncr@deped.gov.ph.
9. Immediate dissemination of this Memorandum is directed.

JOCELYN DR. ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge
Office of the Assistant Secretary for Operations

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ONE NCR
**STRONGER
TOGETHER**

EARLY REGISTRATION

January 25 - February 28

S.Y 2025 - 2026

