



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

24 Jan 2025

**DIVISION MEMORANDUM**

No. **016** , s. 2025

**ACTION PLAN FOR EARLY REGISTRATION FOR THE SCHOOL YEAR 2025–2026**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

1. The School Governance and Operations Division – Planning and Research Section (SGOD-PRS) is reminding all school heads that the schedule of early registration starts from the last Saturday of January to the last Friday of February of each year. All new entrants for Kindergarten, Grades 1, 7, and 11 learners in public elementary and secondary schools in Sarangani Province must be registered for the School Year 2025–2026.
2. In line with this, school heads are directed to prepare an action plan as required in DepEd Order No. 03, s. 2018 titled **Basic Education Enrollment Policy**. This must also be included in the Annual Implementation Plan per school. The soft copy of the action plan must be submitted to the SGOD-PRS **on or before January 25, 2025**. District heads are requested to monitor the compliance of the schools under their jurisdiction.
3. Lastly, school heads are advised to comply with the mandatory updating of learners' enrollment on the LIS-BOSY for Early Registration starting January 25 to February 25, 2025.
4. For inquiries, contact Mr. Bualan Y. Abid Jr. at bualan.abid001@depd.gov.ph.
5. Widest dissemination of this Memorandum is desired.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: Action Plan Template  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

ENROLLMENT



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### Early Registration SY 2025-2026 Preparation Plan for Kinder, Grades 1, & and 11

Activity	Objectives	Timeline	Person Responsible	Important Assumptions



### Target versus Actual Number Early Registration of Kinder, Grades 1, 7 and 11 SY 2025-2026

Sector	Target	Actual	Target	Actual	Target	Actual	Target	Actual
	Kinder		Grade 1		Grade 7		Grade 11	
Public								
Private								
Total								



### Issues and Concerns related on Early Registration

Issues and Concerns	Actions Taken by the Division	Concerns Needing RO/CO Action