



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

January 7, 2025


**DIVISION MEMORANDUM**

No. 010 s. 2025

**EARLY REGISTRATION FOR SCHOOL YEAR 2025 - 2026**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors/Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 9, s. 2024 titled "Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025" dated July 15, 2024, this Office reminds all school heads, both from public and private elementary and secondary levels, to conduct early registration for incoming Kindergarten, Grades 1, 7 and 11 learners from January 25 to February 15, 2025. This early registration activity shall be guided accordingly by DepEd Order No. 03, s. 2018 titled "Basic Education Enrolment Policy".
2. All public and private elementary and secondary schools shall update or encode daily in the Early Registration Facility in the Learner Information System using the school head account or school administrator account.
3. As part of the information dissemination on the conduct of early registration, it is expected that school heads shall post banners/streamers or any campaign materials on school premises. Likewise, they are encouraged to post on the respective school FB Account the conduct of the said activity.
4. For inquiries and clarification, please contact Mr. Paulo Eduardo C. Cruz, Jr., Planning Officer through email address [paulo.cruz@deped.gov.ph](mailto:paulo.cruz@deped.gov.ph).
5. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent *PM*