Binatagan, Ligao City Telefax: (052) 202-0932/485-2496

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**DIVISION MEMORANDUM** 2016 0116036

January 25, 2016

FRA NG PILIP

## EARLY REGISTRATION FOR S.Y. 2016-2017

To: **Division Chiefs** Education Program Supervisors Public Schools District Supervisors Senior Education Program Specialists Education Program Specialists II Elem. & Sec. School Heads All Others Concerned

In compliance with DepEd Order No. 9, s. 2015 Re: School Calendar for School Year 2015 - 2016, this Office announces the conduct of Early Registration of pupils and students in Elementary and Secondary schools for the coming School Year 2016-2017 on January 30, 2016.

- Guidelines stipulated in previous issuances (DedED Order Nos. 1 and 16, series 2015) shall strictly be followed in accepting eligible enrollees in Kindergarten, OSC and OSYs, Children and Youth with Special Needs, among others.
- EPSs, PSDSs and concerned SGOD Personnel are expected to monitor the conduct of this activity and provide necessary assistance to school heads, teachers and parents under their area of jurisdiction. Narrative report on the conduct of monitoring shall then be submitted to the CID and SGOD Chiefs, respectively.
- School Heads' report containing the narrative and documentation of activity and accomplished Form 2A for Elementary or Form 2B for Secondary, forms of which are attached, shall be submitted to the Division Planning Office c/o Mrs. Anne Cecille Preligera on or before February 5, 2016.
- 5. Service credit and/or Compensatory Time Off (CTO) shall be granted to those involved in this one-day activity as per DepED Order No. 53, s. 2003 entitled "Updated Guidelines on Grant of Vacation Service Credits to Teachers and Non-Teaching Personnel".

6 For information, guidance and strict compliance.

> MARIA LUISA P. SAMANIEGO Assistant School's Division Superintendent Officer-In-Charge

Incl.:

DepED Order Nos. 01, 09, & 16, s. 2015

To be indicated in the Perpetual Index

under the following subjects:

Enrolment or Admission Early Childhood and Development

Pupils Schools Students

## SCHOOL PLAN TO ADDRESS NEEDS

Name of Secondary School Division:			B1			
		Region:				
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Please indicate additional l	nputs needed.					
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. Grade 9	<u> </u>					
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FORM 2A

## SCHOOL PLAN TO ADDRESS NEEDS

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. Grade 2					
I. Grade 3					
5. Grade 4					
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