

Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF AKLAN

January 27, 2026

DIVISION MEMORANDUM
No. 041, s. 2026

EARLY REGISTRATION FOR THE SCHOOL YEAR 2026-2027

**To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
School Heads of Public and Private Elementary, Secondary
and Integrated Schools
All Others Concerned**

1. Anent to DepEd Order No. 12, s. 2025 on the Multi-Year Implementing Guidelines on the School Calendar and Activities for the School Year 2025-2026, dated April 15, 2025. This Office announces the early registration activity on January 31 to February 26, 2026. All incoming learners enrolling in Kindergarten and Grades 1, 7, 11, balik-aral and transferees in all public elementary and secondary schools shall pre-register or participate in the early registration to allow the Department to make the needed preparations and adjustments of plans for the incoming School Year. Incoming learners for Grades 2, 6, 8, 10 and 12 are considered pre-registered.
2. This early registration activity shall be guided accordingly with DepEd Order No. 17, s. 2025 "Revised Basic Education Enrollment Policy".
3. Daily updating or encoding in the Early Registration Facility in the Learners Information (LIS) shall be done by every school using the school head's account.
4. All public schools are advised to undertake information dissemination, massive campaign activities, and different local forms of media advocacy to raise awareness on early registration.



Address: Poblacion, Numancia 5604 Aklan
Tel. Nos. (036) 265-3744; 265-3737; 265-3738 (Trunkline)


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5. Enclosed is the Basic Enrollment Form to be used in the profiling of learners.
6. Immediate dissemination of this Memorandum is desired.


FELICIANO C. RUENAPE, Jr. CERO VI
Schools Division Superintendent

Enclosure/s: Basic Enrollment Form

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

POLICY

RULES AND REGULATIONS

TEACHERS

/MCV



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BASIC EDUCATION EARLY REGISTRATION FORM
THIS FORM IS NOT FOR SALE

As of 01/15/2023

Instructions: Print legibly all information required in CAPITAL letters and check all appropriate boxes. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

| | |
|---|---|
| 1. School Year <input type="text"/> - <input type="text"/> 2. Grade Level to Enroll: _____ | Learner Reference No. (LRN), if applicable: <input type="text"/> |
| 3. Learner's Personal Information | |
| Learner's Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)</small> | |
| Birthdate (mm/dd/yyyy): ___/___/___ Age: ___ Sex: ___ Male ___ Female Religion: _____ | |
| Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? ___ No ___ If yes, please specify: _____ | |
| Is the learner a person with disability (PWD)? ___ No ___ If yes, please specify: _____ | |
| Current Address: _____ <small>House No. Sitio/Street Barangay Municipality/City Province</small> | |
| Father's Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)</small> | |
| Mother's Maiden Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)</small> | |
| Legal Guardian's Name: _____ <small>(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)</small> | |
| Contact Number: _____ | |
| I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details for the early registration data collection. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012. | |
| _____ Signature Over Printed Name of Parent/Guardian | _____ Date |



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