



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No. 400
 Series of 2023

Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

RELEASED

BY: Hjir
 DATE: 07 JUN 2023
 TIME: 10:10 AM
 Ctrl. No. 2023-06-036

TO : **ABDULLAH P. SALIK, JR.**
 Director General, Basic Education

ATTENTION : **ALL SCHOOLS DIVISION SUPERINTENDENTS**
ALL BUREAU DIRECTORS
ALL OTHERS CONCERNED

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister
RELEASED
 By: Mashon
 Date: JUN 07 2023
 Time: 10:15 AM
 Control No. MB-06-038

FROM :  **MOHAGHER M. IQBAL**
 Minister



SUBJECT : **MBHTE-BARMM GUIDELINES ON THE CONDUCT OF EARLY REGISTRATION FOR SY 2023-2024 OF INCOMING KINDERGARTEN, GRADES 1, 7, AND 11 LEARNERS IN PUBLIC SCHOOLS**

DATE: May 30, 2023

1. With some modifications, the Ministry of Basic, Higher and Technical Education (MBHTE) hereby adopts the Department of Education's (DepEd) guidelines as embodied in DepEd Order No. 10 s. 2023 on the conduct of the Early Registration for School Year (SY) 2023-2024 of incoming kindergarten, grades 1, 7, and 11 learners in all MBHTE public schools. Salient features of the guidelines as amended are as follows:

- a. The Department of Education (DepEd) issued DepEd Order (DO) No. O3, s. 2018, or the Basic Education Enrollment Policy which institutionalized an efficient enrollment process in public and private schools and state/local universities and colleges (SUCs/LUCs), as well as provides the schedule of the conduct of early registration.
- b. However, with the shift of the beginning of the school year (SY) from June to August in the previous years, the Ministry amends the schedule of the conduct of early registration in Paragraph V.A which shall read as follows:

V. Procedure

- a. *Early Registration for the school year 2023-2024 of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from **May 10 to June 24, 2023.***





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- c. Also, this reiterates the provision in DO 03, s. 2018, that all incoming learners enrolling in Kindergarten and Grades 1, 7, and 11 in all public elementary and secondary schools shall pre-register or participate in the early registration to allow the Ministry to make the necessary preparations and adjustments of plans for the incoming SY 2023-2024. While incoming Grades 2-6, 8-10, and 12 learners from public schools are considered pre-registered, thus they do not need to participate in the early registration. However, private schools are encouraged to conduct their respective early registration activities in the same timeframe.
 - d. All MBHTE public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023) to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners, and other data, are properly captured.
 - e. MBHTE public elementary and secondary schools may also encode in the Early Registration facility, the prospective enrollees for other grade levels (e.g., Grades 2-6, 8-10, and 12) based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment.
 - f. Preferably, the conduct of the early registration shall be done through face-to-face transactions with the schools. However, the schools may continue to implement other options or means in collecting early registration forms.
 - g. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO O2O, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
 - h. Schools Division Superintendents and School Heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2023-2024, by posting relevant materials in conspicuous places and making announcements in local televisions and radio broadcasting stations.
 - i. All other provisions of DO 03, s. 2018, not otherwise affected or amended by this DepEd Order, shall remain valid and effective unless otherwise amended by other DepEd issuances.
2. Should you have concerns or other inquiries, kindly contact Jourdan K. Pangilan, Chief, Planning Division, at email jourdan.pangilan@yahoo.com.
 3. For information, dissemination, and strict compliance.