



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

30 JAN 2026

DIVISION MEMORANDUM
No. 61, s. 2026

**MONITORING OF THE CONDUCT OF EARLY REGISTRATION
FOR KINDERGARTEN, GRADE 1, GRADE 7, AND GRADE 11
FOR SCHOOL YEAR 2026-2027 CUM TRAVEL ORDER**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads (Public Elementary and Secondary Schools)
School Enrollment Focal Persons
All Others Concerned

1. Pursuant to **DepEd Order No. 012, s. 2025** (Multi-Year Implementing Guidelines on the School Calendar and Activities) and **DepEd Order No. 017, s. 2025 (Revised Basic Education Enrollment Policy)**, this Office, through the School Governance and Operations Division (SGOD), hereby announces the monitoring of the conduct of Early Registration for School Year 2026-2027 from **January 31 to February 27, 2026**.
2. The monitoring of the Early Registration shall be conducted **every Saturday**.
3. A virtual meeting is scheduled on January 30, 2026 from **4:00 PM to 5:00 PM** to discuss the schedule of monitoring, school assignment of the Division Field Technical Assistance Composite Team (DFTACT), and other concerns that may arise during the meeting. The link for the virtual meeting is <https://tinyurl.com/VMEarlyReg>.
4. Top Management and DFTACT shall conduct in-person monitoring and provide technical assistance during school's early registration. They will gather issues, best practices, and feedback, submitting their findings through this link: <https://tinyurl.com/SDOIC-EarlyReg-Conso-2026>. The deadline is on March 6, 2026.
5. See the following enclosures for reference:
 - a. Enclosure 1 - Composition of DFTACT;
 - b. Enclosure 2 – Assigned Schools to be Monitored by DFTACT; and
 - c. Enclosure 3 - Early Registration Monitoring and Evaluation Tool.



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6. The DFTACT is expected to comply with Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), especially Section 7d which states that “Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.”
7. Time-On-Task Policy as per DO 009, s. 2005 and minimum health standards shall be observed in the conduct of this activity.
8. This Memorandum shall serve as the official travel authority of the DFTACT.
9. The members of the DFTACT shall be entitled to a Compensatory Time-Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 (Non-monetary Remuneration for Overtime Services Rendered).
10. Travel funds and other related expenses of the Schools Division Office personnel shall be charged against the local funds, subject to existing budgeting, accounting, and auditing rules and regulations.
11. For queries and clarifications, please contact Mr. Medel Carlos C. Zarsuelo Jr., Education Program Specialist II, at 046-419-8450 to 53 local 227.
12. For compliance and immediate dissemination.



Digitally signed by
Mendoza Homer
Napenas
Date: 2026.01.30
12:22:21 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

DATA
ENROLLMENT
LEARNERS
MONITORING AND EVALUATION

sgod/mcz/Jan. 30, 2026

Enclosure No. 1 to Division Memorandum No. 61, s. 2026

COMPOSITION OF THE DIVISION FIELD TECHNICAL ASSISTANCE COMPOSITE TEAM (DFTACT)

DFTACT	DFTACT Designation	Position
Homer N. Mendoza	Chairperson	OIC – Schools Division Superintendent
Glenda DS. Catadman	Assistant Chairperson	OIC – Assistant Schools Division Superintendent
Medel Carlos C. Zarsuelo Jr.	Focal Person	Education Program Specialist II

Council

DFTACT	DFTACT Designation	Position
Marciano V. Valles	Council	EPS - MAPEH/OIC, CID
Ivan Honorpette A. Mijares	Council	EPS/OIC, SGOD
Precila E. Custodio	Council	Accountant III
Jona B. Ramos	Council	Administrative Officer V
Ronnie B. Yohan	Council	Administrative Officer V

North Cluster

DFTACT	DFTACT Designation	Position
Riza C. Garcia	Team Leader	Education Program Supervisor – SNED and Kindergarten
Jenielyn A. Sadang	Asst. Team Leader	SEPS - Research
Ruby B. Heramia	Member	Education Program Supervisor - GMRC/ESP/ Values Education
Anthony D. Bungay	Member	PDO II - DRRM
Jocelyn A. Limosinero	Member	Principal IV

East Cluster

DFTACT	DFTACT Designation	Position
Leah J. Guillang	Team Leader	Education Program Supervisor – AP/ALS/Madrasah
Marife R. Grossman	Asst. Team Leader	Dentist II
Marilou P. Bronzi	Member	Education Program Supervisor - Filipino
Cristina S. Advincula	Member	EPS II - ALS
Divina A. Narvaez	Member	Principal IV

West Cluster

DFTACT	DFTACT Designation	Position
Joseph R. Carreon	Team Leader	Education Program Supervisor – TLE/EPP/TVL
Gian Paul G. Creencia	Asst. Team Leader	MO III
Justine Faith I. Pinile	Member	PDO II - LRMS

Christian Gabriel C. Ynieto	Member	Nurse II
Gina U. Reyes	Member	Principal IV

South Cluster

DFTACT	DFTACT Designation	Position
Ricardo R. David III	Team Leader	Education Program Supervisor – English
Naamah C. Mambalos	Asst. Team Leader	Planning Officer III
Reden M. Cruzado	Member	Librarian II/OIC, LRMS
Wilma J. Chiquillo	Member	Principal IV

JHS Cluster

DFTACT	DFTACT Designation	Position
Rochelle S. Balete	Team Leader	Education Program Supervisor – Science
June Bence L. Adelan	Asst. Team Leader	Education Program Supervisor
Rosemae F. Rosete	Member	Nurse II
Petronia N. Tarun	Member	Principal III

SHS Cluster


DFTACT	DFTACT Designation	Position
Maria Luisa F. Candelaria	Team Leader	Education Program Supervisor – Math
Ariel R. Dayrit	Asst. Team Leader	PDO I - YFD
Winchell Y. De Vera	Member	Nurse II
Rafael R. Santos	Member	Principal II

Enclosure No. 2 to Division Memorandum No. 61, s. 2026

SCHOOL ASSIGNMENT FOR MONITORING OF DFTACT

DFTACT	SCHOOLS
<p>Riza C. Garcia Jenielyn A. Sadang Ruby B. Heramia Anthony D. Bungay Jocelyn A. Limosinero</p>	<p>Buhay na Tubig ES Buhay na Tubig ES – Maharlika Annex Imus Pilot ES Palico ES Pasong Buaya II ES Pasong Buaya III ES Tanzang Luma ES Anastacio Advincula IS</p>
<p>Leah J. Guillang Marife R. Grossman Marilou P. Bronzi Cristina S. Advincula Divina A. Narvaez</p>	<p>Alapan I ES Carsadang Bago ES Cayetano Topacio ES Estanislao Villanueva ES Tinabunan ES Toclong ES Gov. D.M. Camerino IS</p>
<p>Joseph R. Carreon Gian Paul G. Creencia Justine Faith I. Pinile Christian Gabriel C. Ynieta Gina U. Reyes</p>	<p>Anabu II ES Malagasang II ES Malagasang III ES Pasong Buaya I ES Pasong Santol ES Pasong Santol ES – Golden City Annex City of Imus IS</p>
<p>Ricardo R. David III Naamah C. Mambalos Reden M. Cruzado Wilma J. Chiquillo</p>	<p>Alapan II ES Anabu I ES Bayan Luma I ES Bayan Luma II ES Bukandala ES Malagasang I ES Francisca Tirona Benitez IS</p>
<p>Rochelle S. Balete June Bence L. Adelan Rosemae F. Rosete Petronia N. Tarun</p>	<p>Gen. Flaviano Yengko SHS Gen. Juan Castañeda SHS Gen. Pantaleon Garcia SHS Gov. Juanito Reyes Remulla SHS</p>
<p>Maria Luisa F. Candelaria Ariel R. Dayrit Winchell Y. De Vera Rafael R. Santos</p>	<p>Gen. Emilio Aguinaldo NHS Gen. Tomas Mascardo NHS Gen. Licerio Topacio NHS Hipolito Saquilayan NHS Imus NHS</p>

Enclosure No. 3 to Division Memorandum No. 61, s. 2026

	Document Reference Code	
	SDOIC-03C-FR-013	
	Document Title	
Schools Division Office of Imus City	Early Registration Monitoring and Evaluation Tool	
	Effectivity Date	Revision No.
	Jan-31-2019	01

**EARLY REGISTRATION
Monitoring and Evaluation Tool
SY 2026-2027**

INDICATORS	Evident	Not Evident	Remarks
I. Frontline Services			
1. School Advocacy Campaign (Information dissemination - print, radio, online)			
2. Participation of Stakeholders (Consultative Meeting/dialogue with Barangay Officials, PTA and SELG/SSLGOfficers)			
3. Child or Youth Find Activities (Family mapping, Home Visits/Street Visits to the target enrollees)			
4. Registration Centers			
<i>Elementary Level</i>			
● RC for Kindergarten			
● RC for Grade 1			
● RC for Grades 2 to 6			
● RC for PWDs			
● RC for OSCs			
<i>Secondary level</i>			
● RC for Grade 7			
● RC for Grades 8-10			
● RC for Grades 11-12			
● RC for PWDs			
● RC for OSYs			
5. Number of Children/Youth Mapped	Male	Female	Total
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			

Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			
6. Number of Early Registrants			
Elementary	Male	Female	Total
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Junior High School	Male	Female	Total
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Senior High School	Male	Female	Total
Grade 11			
Academic			
• Accountancy, Business and Management (ABM)			
• Humanities and Social Science (HumSS)			
• Science, Technology, Engineering and Mathematics (STEM)			
• General Academic (GA)			
• Pre-Baccalaureate Maritime			
Technical, Vocational and Livelihood (TVL)			
• Agri-Fishery			
• Home Economics			
• ICT			
• Industrial Arts			
• TVL Maritime			
Sports			
Arts and Design			
Grade 12			
Academic			
• Accountancy, Business and Management (ABM)			
• Humanities and Social Science (HumSS)			
• Science, Technology, Engineering and Mathematics (STEM)			
• General Academic (GA)			
• Pre-Baccalaureate Maritime			

Technical, Vocational and Livelihood (TVL)			
• Agri-Fishery			
• Home Economics			
• ICT			
• Industrial Arts			
• TVL Maritime			
Sports			
Arts and Design			
7. Number of Early Registrants encoded in the Learner Information System (LIS)	Male	Female	Total
Kindergarten			
Grade 1			
Grade 7			
Grade 11			
II. Gaps, Concerns & Issues, Recommendations and Solutions			
<i>(Problems gathered during the conduct of the activity and the recommendations given/solutions made.)</i>			

Gaps, Concerns and Issues	Recommendations/Solutions

III. Strategies Employed to Advocate Early Registration		
Specific Strategy	Target Clientele	Partners

Monitoring Team:

Signature over Printed Name/Designation

Signature over Printed Name/Designation

Signature over Printed Name/Designation

Signature over Printed Name/Designation

Signature over Printed Name/Designation

Signature over Printed Name/Designation