



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

30 JAN 2026

DIVISION MEMORANDUM

No. 63, s. 2026

**CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR
2026-2027**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (Public and Private Schools)
All Others Concerned

1. Relative to Enclosure 2 of DepEd Order No. 12, s. 2025 (Multi-Year Implementing Guidelines on the School Calendar and Activities), all public schools are mandated to conduct Early Registration for Incoming Kindergarten, Grades 1, 7, 11, OSYCA, and Transferees for SY 2026-2027 from January 31 to February 27, 2026.
2. School Heads and/or LIS coordinators shall encode early registration data in the Learner Information System reporting facility by 4:45 PM every day.
3. For the upcoming Early Registration on January 31 and February 7, 14, 21, 2026, personnel will receive compensation as follows:
 - a. Non-Teaching personnel: Participants shall be entitled to a Compensatory Time-Off (CTO) in accordance with Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 which governs non-monetary remuneration for overtime service; and
 - b. Teaching personnel: Teachers will be granted vacation service credits as per DepEd Order No. 013, s. 2024 (Revised Guidelines on the Grant of Vacation Service Credits for Teachers).
4. For queries and clarifications, kindly contact Ms. Naamah C. Mambalos, Planning Officer III, at 046-4198450 to 53 local 227.
5. For immediate and wide dissemination.

Digitally signed by
Mendoza Homer
Napenas
Date: 2026.01.30
12:30:45 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent



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Encl.: None

Reference: As stated

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

CAMPAIGN
DATA
ENROLLMENT
LEARNERS

sgod/ncm/January 25, 2026

A handwritten signature in black ink, appearing to be a stylized 'K' or similar character, located below the date.