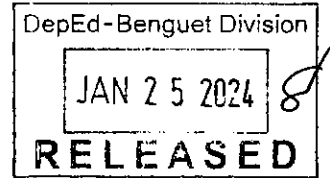




Republic of the Philippines
Department of Education
Schools Division of Benguet



27 January 2024

DIVISION MEMORANDUM

No; 28 s. 2024

To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors- SGOD and CID
Public Schools District Supervisors/ Districts In-charge
All Teaching and Non-Teaching Personnel.
All Others Concerned

**COMPOSITION OF THE DIVISION REVIEW AND EVALUATION COMMITTEE
(DREC)**

1. This memorandum entitled "**Composition of the Division Review and Evaluation Committee (DREC)**" is issued by this office to establish standardized processes and mechanisms for reviewing plans, proposals, projects, and reports to ensure quality, compliance, and well-informed decision-making of all undertakings of schools, learning centers and functional units and sections of the division.
2. *Enclosure No. 1* outlines the Mechanisms and Processes, for reference.
3. The District Office shall also submit the list of their District Review and Evaluation Committee on or before January 30, 2024, composed of the following;
 - a. Public Schools District Supervisor (PSDS)/ In-charge
 - b. Two (2) Representatives from Secondary School
 - c. Two (2) Representatives from Elementary School
 - d. One (1) Representative from Non-Teaching
 - e. One (1) Secretariat, to be assigned by the PSDS
4. Immediate and wide dissemination of this Memorandum is desired.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

smme/2023



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Schools Division of Benguet

Enclosure No. 1 to SDO Memo No. 28 s. 2024

MECHANISMS AND PROCESSES
Division Review and Evaluation Committee (DREC)

1. The District Review and Evaluation Committee will evaluate all document folders, endorse them through the Public Schools District Supervisors/ In-charge, and ensure they are received by the Records Section.
2. The document folders must undergo review by the Sub-Committee members before the Core Committees can approve them.
3. The Core Committee is composed of the following;
Chairperson: Assistant Schools Division Superintendent
Co-chairpersons: Chief Education Supervisors- CID and SGOD
4. The sub-committee is composed of the focal persons and representatives from functional divisions including field personnel.
5. The DREC shall be composed of the following committees:
 - a. Review Committee for Regulatory Services (Public and Private)
 - b. Schools Division Research Review Committee (SDRRC)
 - c. Plans, Proposals, and Accomplishments Reports Committee (PPARC)
 - d. Review Committee for SDO Benguet in FOCUS- School Banner and Best Practices
6. The review of documents shall be completed within twenty (20) days from the date of receipt to ensure thorough evaluation and assessment and prevent oversight.

Name of Committee	Review Committee for Regulatory Services (Public and Public)
Description	To evaluate the application and compliance of public and private schools with regulatory Services
Sub-Committee Members	<ul style="list-style-type: none"> - SEPS and EPS II of SMME (Focal Persons) - PSDIs (Concerned District) - EPS-CID Focal for Senior High School - Administrative Officer V- Budget - Administrative Officer IV- HRMO - Administrative Officer IV- Property & Supply - A representative from School Health and Nutrition - Planning Officer III
References	- DO No. 19 s. 2016 Guidelines on the Organizational Structures and Staffing Patterns of Stand Alone and Integrated Public Senior High Schools (SHS)



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines

Department of Education

Schools Division of Benguet

- DO No. 51 s. 2015 Guidelines on the Senior High School (SHS) Program in Existing Public Junior High Schools (JHSs) and Integrated Schools (ISs), Establishment of Stand Alone Public SHSs and Conversion of Existing Public Elementary and JHS into Stand Alone SHSs
- DO No. 40 s. 2014 Establishment, Merging, Conversion, and Naming/Renaming of Public Schools and

Name of Committee	Schools Division Research Review Committee (SDRRC)
Description	To evaluate the action and basic education research of schools, learning centers, and division
Sub-Committee Members	<ul style="list-style-type: none"> - SEPS- Planning and Research (Focal Person) - Division Technical Working Group Members
References	<ul style="list-style-type: none"> - SDO Memo No. 466 s. 2023 Reorganization of the Division Research Review Committee (SDRRC) and Technical Working Group

Name of Committee	Plans, Proposals, and Accomplishments Reports Committee (PPARC)
Description	To evaluate and assess the folders relative to: <ul style="list-style-type: none"> -Application of Learning and Development - Application of Education - Innovations - Work and Financial Reports, Annual Implementation Plans, and School Improvement Plans - Monitoring and Evaluation Reports
Sub-Committee Members	<ul style="list-style-type: none"> Application of Learning and Development <ul style="list-style-type: none"> - CID-EPS (Focal) - GAD Focal Person - SGOD/CID/OSDS Representative Application of Education <ul style="list-style-type: none"> - SEPS and EPS II- HRD (Focal Persons) - GAD Focal Person - SGOD/CID/OSDS Representative Innovations <ul style="list-style-type: none"> - EPS II of SMN - GAD Focal Person - SGOD/CID/OSDS Representative



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Schools Division of Benguet

Work and Financial Reports, Annual Implementation Plans, and School Improvement Plans

- SEPS of Planning and Research (Focal Person)
- SEPS and EPS II of SMME
- Planning Officer III
- Administrative Officer V- Budget
- BAC Representative

Monitoring and Evaluation Reports

- SEPS and EPS II of SMME
- Planning Officer III
- Administrative Officer V- Budget
- BAC Representative

References

- SDO Memo No. 235 s. 2023 Standard Format in Preparing Action Plans/Project Re: Application of Learning and Development Activities and Application of Education
- SDO Memo No. 42 s. 2023 Division, District and School Monitoring, Evaluation and Adjustment (DMEA, DisMEA and SMEA) Mechanisms and Processes

Name of Committee

Review Committee of SDO Benguet in FOCUS-School Banner and Best Practices

Description

To evaluate the emerging and best practices (promising, validating and exemplary) and school banner projects

Sub-Committee Members

- SEPS and EPS II of SMME (Focal Persons)
- PSDIs
- District Review and Evaluation Committee

References

SDO Memo No. 336 s. 2023 Call for Submissions-SDO Benguet in FOCUS



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
PLANNING SERVICE

Office of the Director

MEMORANDUM

**FOR: MINISTER, BASIC, HIGHER AND TECHNICAL
EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM: NOLASCO A. MEMPIN
Undersecretary for Administration

NOEL T. BALUYAN
Assistant Secretary for Administration
Officer-in-Charge
Planning Service

SUBJECT: EARLY REGISTRATION FOR SCHOOL-YEAR 2024-2025

DATE: 22 January 2024

Pursuant to Paragraph V. Enrollment Procedure of DepEd Order (DO) No. 03, s. 2018 titled "Basic Education Enrollment Policy," the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7 and 11 learners in public schools shall start from the last Saturday of January to the last Friday of February of each year.


Consistent with the abovementioned provisions, the Department announces that the Early Registration for School Year 2024-2025 shall start on 27 January 2024 to 23 February 2024. Likewise all public elementary and secondary schools shall be guided accordingly of the following matters:

1. All 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.

2. 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.
3. 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 of collecting early registration forms.
4. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
5. 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 2024-2025, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.

Lastly, private schools are encouraged to conduct their respective early registration activities within the same period.

For more information, please contact the **Planning Service-Education Management Information System Division**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at ps.emisd@deped.gov.ph.




Republic of the Philippines
Department of Education
Schools Division of Baguio

January 24, 2024

TO: Public Elementary and Secondary School Heads
All Others Concerned

For immediate dissemination and strict compliance.



SALLY L. BANAKEN-ULLALIM CESO V
 Schools Division Superintendent

For Returning Learner (Baik-Aral) and Those Who will Transfer/Move In

Last Grade Level Completed _____

Last School Year Completed _____

Last School Attended _____

School ID

--	--	--	--	--	--

For Learners in Senior High School

Semester 1st 2nd

Track _____

Strand _____

If school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for your child?

Choose all that apply:

- | | | | |
|--|---|--|----------------------------------|
| <input type="checkbox"/> Modular (Print) | <input type="checkbox"/> Online | <input type="checkbox"/> Radio-Based Instruction | <input type="checkbox"/> Blended |
| <input type="checkbox"/> Modular (Digital) | <input type="checkbox"/> Educational Television | <input type="checkbox"/> Homeschooling | |

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 to create and/or update his/her learner profile in the Learner Information System. 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