



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
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019-0228  
25 JAN 2019  
OFFICE OF THE SUPERINTENDENT  
SCHOOLS DIVISION

January 25, 2019

TRAVEL ORDER  
No. III, S. 2019

TO : Dr. Rachel B. Picardal  
Mr. Allan A. Tabio  
Mr. Dennis Charl F. Andalajao  
Mrs. Regina Clarina E. Empeso  
Dr. Emma S. Mate  
Mrs. Karla P. Antonio  
Mr. Joseph R. Gemina  
Dr. Dan P. Alar  
Miss Iryll Mae S. Macahig  
Mrs. Dae P. Habalo  
Mrs. Miriam Lou T. Batiancila  
Mrs. Jenith C. Cabajon

OFFICE : SGOD Office  
PURPOSE : To monitor the 2019 Early Registration  
DATE OF TRAVEL : January 26, 2019  
VENUE/PLACE : Schools in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Congressional Districts

ALLOWED/CHARGED TO: (DIVISION MOOE FUNDS subject to the usual accounting and auditing rules and regulations)

- : One (1) day Compensatory Time-Off
- : Transportation
- : Per Diems
- : On Official time/business only
- : Charged to local funds
- : Transportation/per diem & other incidental expenses

**WILFREDA D. BONGALOS, Ph. D., CESO V**  
Schools Division Superintendent



Division: \_\_\_\_\_  
 Name of School: \_\_\_\_\_  
 Name of District: \_\_\_\_\_

**Early Registration Monitoring and Evaluation Tool**

Indicators	Evident	Not Evident	Remarks
<b>1. Frontline Services</b>			
<b>1. School Advocacy Campaign</b>			
a. Information dissemination strategies (print, radio, online, Tarpaulin, Parade, Social Media, Brochures, Flyers, etc.)			
<b>2. Participation of Stakeholders</b>			
a. Consultative Meeting/Dialogue with Barangay Officials, PTA and SSG Officers/Barangay/Community Assemblies			
<b>3. Child or Youth Find Activities</b>			
a. Family/Child Mapping, Home Visits/ Street Visits to the target enrollees			
<b>4. Planning and Implementation of the Registration</b>			
a. Consultative Meeting/Dialogue			
b. Committee for Early Registration			
c. Registration Forms			
<b>5. Registration Centers</b>			
<i>Elementary Level</i>			
a. Registration Center for Kindergarten			
b. Registration Center for Grade 1			
c. Registration Center for Children with Disability			
<i>Junior High School Level</i>			
a. Registration Center for Grade 7			
<i>Senior High School Level</i>			
a. Registration Center for Grade 11			
<b>6. Enrolment:</b>			
Kindergarten _____			
Grade 1 _____			
Grade 7 _____			
Grade 11 _____			

**II. Concerns, Issues, Gaps and Problems (CIGPs)**

CIGPs gathered during the conduct of the Early Registration, Recommendation and Solutions made.

CIGPs	Corrective Actions/Recommendations

Monitored by: \_\_\_\_\_

Conformed: \_\_\_\_\_