



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

March 4, 2021

**DIVISION MEMORANDUM**

DM No. 127, s. 2021

**PROVISION OF TECHNICAL ASSISTANCE TO NEEDING SCHOOLS ON LEARNER INFORMATION SYSTEM AND SCHOOL FORM 10/FORM 137 FOLLOW UP OUTSIDE THE DIVISION OF QUEZON**

**To: OIC – Assistant Schools Division Superintendents, CID and SGOD Chiefs, Public Schools District Supervisors, Private and Public School Heads, Registrar, LIS Coordinators, All Others Concerned**

1. Relative to DepEd Order No. 54, s. 2016 which reiterates the action to be done by School Governance and Operations Division (SGOD) for the unacted pending requests of schools such as Learner Information System (LIS) confirmation and School Form (SF) 10 follow up, this Division thru the SGOD – Planning and Research (PAR) Section extends its services to follow up pending transfers of SF10 and LIS follow up to other Divisions.
2. Those schools with LIS pending confirmation requests and matured requests on SF10/F137 are advised to report such issues thru <https://tinyurl.com/SF10-LISFollowUp>. Please be reminded that only those who took the initial action (contacted the school by any means of communication without any reply from the concerned school) shall answer this link.
3. Submission of learner's name for follow up and indorsement to school shall be done following the schedule below.

Submission Period (School)	Generation of Submitted Follow ups (Division)	Indorsement Period (Division)
March 8 – 18, 2021	March 18, 2021	March 19, 2021
March 19 – 31, 2021	March 31, 2021	April 1, 2021
April 1 – 14, 2021	April 14, 2021	April 15, 2021
April 15 – 31, 2021	April 31, 2021	May 3, 2021
May 3 – 14, 2021	May 14, 2021	May 17, 2021

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph







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4. This mode of technical assistance is limited only to indorsement of follow ups to concerned Division and does not guarantee immediate or definite action from the school in the other Division. Hence, schools shall also try to find ways to contact the concerned schools.
5. If no reply from concerned schools or Division after a month from the indorsement period, those schools with unconfirmed or needing SF10 may communicate to the SGOD-PAR for possible contact number of the needed Division Office.
6. On the other hand, instruction on follow ups of SF10 and LIS confirmation within the Division of Quezon shall be posted in a separate Memorandum.
7. Please be reminded also that learner information shall not be posted in any public websites and groups to avoid Data Privacy violations.
8. For smooth communication between schools, all School Heads must update contact numbers in their respective EBEIS Profile.
9. For other related concerns, please call the following PAR contact numbers:

Purpose/s	Contact Numbers
LIS Concerns for 1st and 3rd District Public Elementary Schools	09617236843
LIS Concerns for 2nd and 4th District Public Elementary Schools	09192926965
LIS Concerns for Public Secondary Schools	09192926980
LIS Concerns for Private Schools	09192926983

10. This initiative is part of Project ALISTO—Amplifying Basic Education and Learner Information Systems Services to Allocate Resources and Track Opportunities of SGOD-PAR.
11. Widest dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD.**  
 Assistant Schools Division Superintendent  
 Officer – In – Charge  
 Office of the Schools Division Superintendent

Parmjdf03/04/2021

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