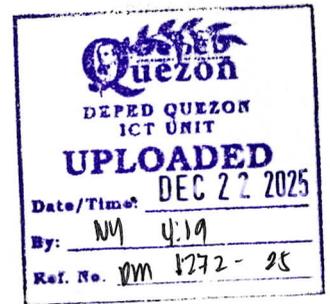




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 December 2025

DIVISION MEMORANDUM
DM No. 1272, s. 2025

PRESCRIBED JUSTIFICATION LETTER FOR REQUEST FOR REOPENING OF SCHOOL ENROLLMENT AND EOSY FINALIZATION (REQUEST FORM 07)

To: Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the Department of Education's mandate to ensure accuracy, transparency, and accountability in the management of learner records, this Office hereby issues the prescribed justification letter for the abovementioned request in the Learner Information System (LIS) that will be sent to the Regional Office.
2. All concerned are hereby directed to utilize the prescribed Justification Letter as a required supporting document for all requests on RF 07. This letter shall be prepared by the Class Adviser or LIS Coordinator and duly approved by the School Head, clearly indicating the valid reason(s) for the request. Only the applicable reason(s) should be selected, while non-applicable items must be deleted to minimize page usage. A brief and concrete explanation must be provided for each selected reason. The signatories must be included within the same page as the content of the letter and should not be placed separately.
3. The justification letter can be accessed at <https://tinyurl.com/RF07FORMS> and is also attached here for your reference.
4. Immediate dissemination and strict compliance with this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

paratma12/18/2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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00 Month 2025

MARIA CLARISSE T. LIGUNAS-ROQUE
 Director IV
 Policy & Planning Service
 Department of Education

Thru: **MERCY C. TRIO**
 Project Development Officer IV/OIC-Chief
 Education Management Information System Division

Subject: *Justification for the Reopening of School Enrolment and EOSY Finalization (Request Form 07)*

This letter is respectfully submitted to provide justification for the reopening of school enrolment and EOSY finalization through Request Form 07, in order to accurately reflect the enrolment status of the learner and ensure the completeness of school records.

This request pertains to [Learner's Full Name], with Learner Reference Number (LRN) [0000 0000 0000], who was enrolled in Grade [Level], Section [Name], for School Year [Insert SY] at [School Name], School ID [000000], as follows:

Re-Opening of Enrolment and EOSY Finalization

Explanation: _____

EOSY Finalization

Explanation: _____

In view of the foregoing, your favorable consideration and approval of this request are respectfully sought to ensure the accuracy and completeness of the learner's records, as well as to maintain compliance with the DepEd Learner Information System and End-of-School-Year finalization requirements. Your support and attention to this matter are highly appreciated.

Respectfully,

FULL NAME

[Class Adviser / LIS Coordinator]

Reviewed by:

FULL NAME

School Head

Noted by:

FULL NAME

Schools Division Superintendent

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