



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

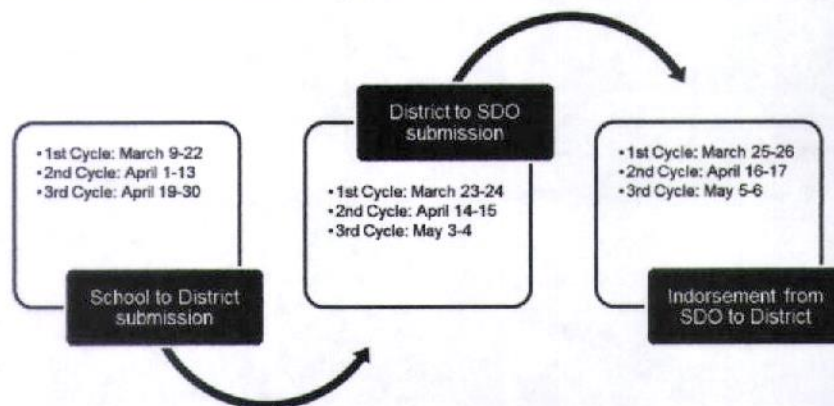
March 4, 2021

DIVISION MEMORANDUM
 DM No. 128, s. 2021

**SUBMISSION OF CONSOLIDATED REQUESTS FOR LEARNER INFORMATION SYSTEM
 CONFIRMATION AND SCHOOL FORM 10/FORM 137 FOLLOW UP TO SCHOOLS
 WITHIN 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. In line with the implementation of DepEd Order No. 54, s. 2016 which provides opportunities for every Division specifically to School Governance and Operations Division (SGOD) to facilitate action on the unacted pending requests of schools such as Learner Information System confirmation and School Form (SF) 10 follow up, this Division thru the SGOD – Planning and Research (PAR) Section extends its services thru the submission of consolidated report for learners with unconfirmed confirmation in the LIS and SF10/F137.
2. Those schools with LIS pending confirmation requests and matured requests on SF10/F137 are advised to report such issues using the template to be downloaded at <https://tinyurl.com/F137LISFollowUp>. Filled up template shall be submitted to the District Office for consolidation by the District LIS Coordinator.
3. The consolidated form shall be sent by the District LIS Coordinator following the schedule below:



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

DEPED QUEZON
 IAS-ANZ
 UPLOADED
 Date/Time: 3/10/2021
 By: Rommel
 Ref. no: DM 128, s. 2021



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

4. Submission of consolidated report shall be sent thru sdo.quezon.planning@deped.gov.ph (**Email Subject: District Name_LIS/SF10 Follow up**). Only consolidated shall be acknowledged for indorsement.
5. This mode of technical assistance is limited only on indorsement of follow ups to concerned District/Schools.
6. Concerning SF10, public schools are strictly advised to follow school to school transaction on the request and release of such forms using LIS facilities as mandated by DO 54, s. 2016. Private Schools are enjoined to follow SF10 release procedures.
7. Concerning LIS confirmation of learners with unsettled account facility, private schools are reminded that the facility is for tracking of learners and not the avenue for payment of unsettled accounts.
8. Please be reminded also that learner information shall not be posted in any public websites and groups to avoid Data Privacy violations.
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

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

