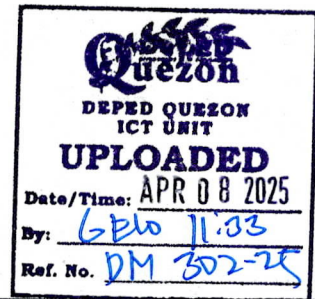




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE




04 April 2025

DIVISION MEMORANDUM
DM No. 302, s. 2025

**REITERATION OF GUIDELINES RELATIVE TO THE ISSUANCE OF
LEARNER REFERENCE NUMBER (LRN)**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Private and Public Secondary School Heads
All Others Concerned

1. In line with Regional Memorandum No. 244, s. 2025, this Memorandum reiterates the strengthening of the verification and approval process for LRN issuance. Please refer to the said memorandum, which is self-explanatory.
2. Immediate dissemination and strict compliance with this Memorandum are earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Parmjd/04/04/2025
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

PPRD-RM-2025-244

28 March 2025

Regional Memorandum
No. 244 s. 2025

**REITERATION OF GUIDELINES RELATIVE TO THE ISSUANCE
OF LEARNER REFERENCE NUMBER (LRN)**

To **Schools Division Superintendents**
Public and Private Elementary and Secondary School Heads
All Others concerned

1. With reference to Regional Memorandum No. 903, s. 2024, on strengthening the verification and approval process for LRN issuance, this Office reiterates the principle of a unique learner registry, as stated in DO 22, s. 2012, and highlights the significant risks associated with multiple LRNs, as outlined in DepEd Memorandum 2024-0938.
2. In this regard, this office reiterates the following guidelines **to prevent the issuance of multiple LRNs** in the coming school years.

I. Learner Information System (LIS) Unique and Permanent Registry

- a. As stipulated in Section VI – Enrollment Data Management of DepEd Order No. 3, s. 2018 (Basic Education Enrollment Policy):

“Every learner in the basic education system shall be issued only one unique and permanent LRN that he/she shall use throughout the entire basic education program.

The search learner facility of the LIS shall aid in determining whether the learner already has an LRN or not. A learner’s uniqueness must always be established before creating a new LRN.”

II. Issuance of Learner Reference Number to New Kindergarten Learners

- a. In accordance with the principle outlined in paragraph 8.1.c of DepEd Order No. 26, s. 2015 (LIS and EBEIS Updating for BOSY 2015-2016), the homeroom adviser must register new Kindergarten



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learners in the LIS, where their LRNs will be automatically generated by the system.

- b. While the issuance of LRNs at the Kindergarten level is automatic, learner profiles in the Learner Information System (LIS) must be created strictly based on the required documents submitted, as specified in DO 3, s. 2018.
- c. If an error is found in a newly issued LRN for a Kindergarten learner, the school must facilitate the correction of the basic profile in the LIS. There is no need to generate a new LRN for this purpose.

III. Request for Issuance of New Learner Reference Number (LRN) for Grade 1 and above

- a. For learners in Grade 1 and above without an LRN, please refer to the attached flowchart in **Enclosure 1** for **Processing of Request for Issuance of New Learner Reference Number in the Learner Information System**.
3. In line with this, all Schools Division Superintendents and School Heads are reminded to rigorously enforce verification and approval procedures for LRN requests, ensuring full compliance with DepEd policies and guidelines. To prevent duplication and data inconsistencies, strict adherence to these protocols is expected, and divisions and schools must establish internal monitoring mechanisms.
4. Immediate dissemination of and strict compliance with this memorandum are earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

Enclosure 1 – Processing of Request for Issuance of New Learner Reference Number in the Learner Information System

Learner Information System (LIS)
 Updating for Beginning of School Year (BOSY)
 Request for Issuance of New Learner Reference Number (LRN)



Source: Learner Information System