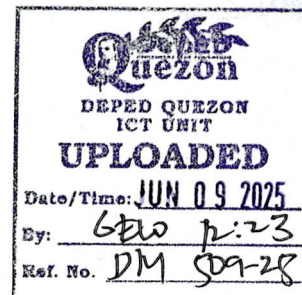




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



04 June 2025

**DIVISION MEMORANDUM**

**DM No. 509, s. 2025**

**SUBMISSION OF EXPLANATION LETTER AND WAY FORWARD FOR SCHOOLS  
WHO FAILED TO FINALIZE THEIR LEARNER INFORMATION SYSTEM -  
END OF SCHOOL YEAR 2024-2025**

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

1. In line with the implementation of the **Learner Information System (LIS)** for the **End of School Year (EOSY) 2024-2025**, it has been noted that **11 elementary schools, 11 junior high schools, and 13 senior high schools** were not able to finalize their LIS-EOSY records.
2. Schools listed in the attached document are required to submit a **written explanation** addressed to the **Schools Division Superintendent**. The letter must be sent via email to **quezon@deped.gov.ph** with the following subject line: **"Explanation Letter on Non-Finalized LIS - [School Name]"**
3. As way forward, and if **no extension or reopening is announced**, the following actions must be undertaken **on or before June 30, 2025**:
  - a. Submit **Request Form 7** to reopen School Year 2024-2025.
  - b. Implement the necessary **corrective actions**. (For detailed instructions, please refer to **Division Memorandum No. 764, s. 2024 - Management of Learner Information System in DepEd Quezon for School Year 2024-2025**.)
  - c. **Finalize the class and school EOSY** records in the LIS within 3 days.
4. For **information, guidance, and strict compliance** of all concerned.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Parmjdf06/04/2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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**List of Not Yet Finalized Elementary Schools as of May 31, 2025**

- 1 108511 - Atimonan CS - Annex
- 2 109142 - Calwit ES
- 3 108840 - Gomez Elementary School
- 4 402770 - Good Shepherd Diocesan School IFI
- 5 409595 - MARANATHA CHRISTIAN ACADEMY OF SARIAYA QUEZON, INC.
- 6 425072 - Maranatha Christian Academy of Tiaong Quezon Inc.
- 6 425073 - Our Lady of Peace Parochial School of Abuyon (San Narciso, Quezon), Inc.
- 8 165008 - Sabang Primary School
- 9 402752 - Saint Didacus Institute
- 10 425015 - St. Lucille Child Development Center, Inc.
- 11 425084 - St. Therese and Light of Little Angels Learning Center, Inc.

**List of Not Yet Finalized Junior High Schools as of May 31, 2025**

- 1 502725 - Alibihaban Integrated School
- 2 301325 - Gumaca National High School
- 3 301332 - Infanta NHS
- 4 402802 - Manuel S. Enverga Institute Foundation, Inc.
- 5 402819 - Montessori of the Infant Jesus, Tagkawayan
- 6 308009 - Pamampangin NHS
- 7 301375 - Perez National High School
- 8 308047 - Polillo National High School Extension
- 9 425026 - San Antonio Infotech School, Inc.
- 10 301407 - Talipan National High School
- 11 402725 - Tiniguiban Rural High School

**List of Not Yet Finalized Senior High Schools (2<sup>nd</sup> SEM) as of May 31, 2025**

- 1 301334 - Burdeos NHS (Judith NHS)
- 2 402751 - Holy Child Jesus College
- 3 405229 - ICT-ED Institute of Science and Technology
- 4 301283 - Magsaysay NHS (Formerly Ajos NHS - Magsaysay Extension)
- 5 402735 - Manuel S. Enverga University Foundation Catanauan, Inc.
- 6 410184 - Manuel S. Enverga University Foundation, Inc.
- 7 402819 - Montessori of the Infant Jesus, Tagkawayan
- 8 402821 - Our Lady of Lourdes Academy of Tagkawayan, Inc.
- 9 308004 - Pagbilao NHS

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- 10 308009 - Pamampangin NHS
- 11 402717 - Quezonian Educational College, Inc.
- 12 402748 - Saint Aloysius Gonzaga Parochial School
- 13 402732 - Tayabas Western Academy

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