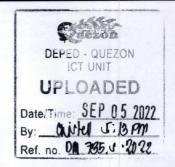


Republic of the Philippines

Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



31 August 2022

DIVISION MEMORANDUM DM No. 135, s. 2022

CONDUCT OF SPECIAL HOUSEKEEPING ON KINDERGARTEN AND GRADE 1 BIRTHDAY IN THE LEARNER INFORMATION SYSTEM VIS-A-VIS BIRTH CERTIFICATE

To: Assistant Schools Division Superintendents

Division Chiefs

Public Schools District Supervisors

School-Head in-Charge of Governance and Operations

Public and Private School Heads

All Others Concerned

- 1. In line with the strict implementation of DepEd Order No. 47, s. 2016 and DO 20, s. 2018 on Kindergarten cutoff age, there are still cases of accepting Kindergarten below the required age which remains unnoticed by erroneously encoding the birthday in the Learner Information System (LIS) even after several checking of forms. This hampers the quality of data and is a clear violation of the DepEd Order.
- To eliminate such kind of acts, the Public Schools District Supervisors, School Heads and School LIS Coordinators are advised to conduct a special housekeeping of all Kindergarten and Grade 1 enrolled learners by checking the encoded learner profile in the LIS vis-a-vis submitted untampered Birth Certificate/Kindergarten Certificate of Completion among others on or before September 30, 2022.
- 3. Public Schools District Supervisors as Vice Chair of Division Checking Committee are advised to prepare accomplishment report if there are still learners who are accepted in the system/school but are not qualified as to Cut-Off age or as other eligibility requirements is concerned. Schools with such case shall be reported by accomplishing the form thru https://tinyurl.com/QuezonHousekeepingReport.

DEPEDQUEZON-TM-SDS-04-009-003



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- Private Schools are also advised to do the same to avoid violations of DepEd Order as mentioned.
- 5. Immediate dissemination of and strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA, JR., EdD

Assistant Schools Division Superintent

Office-in-Charge

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