




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


DEPED - QUEZON
ICT UNIT
UPLOADED
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By: Christel J. B. PM
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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.
2. 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>.

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4. 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 Superintendent
Office-in-Charge
Office of the Schools Division Superintendent

Parmjdf08/31/2022

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