



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

QUEZON
 DEPED - QUEZON
 ICT UNIT
UPLOADED
 Date/Time: SEP 06 2022
 By: Cricket 2:02 PM
 Ref. no: DM 739, s. 2022

22 August 2022

DIVISION MEMORANDUM

DM No. 739, s. 2022

MANAGEMENT OF LEARNER INFORMATION SYSTEM IN DEPED QUEZON

To: Assistant Schools Division Superintendents
 Division Chiefs
 Public Schools District Supervisors
 Public and Private School Heads
 LIS Coordinators/Registrars
 All Others Concerned

1. In line with the implementation of Learner Information System (LIS) for SY 2022-2023 and Project ALISTO, this office advises all public and private schools in this Division to strictly follow the instruction on the management of LIS including the use of templates for pending requests such as LRN Approval, Enrolment with Gap, Correction of Grade Level, Enrolment of Ineligible/Erroneously Tagged, Correction of Learner Profile (SDO level), Request to Disapprove Pending Request, Request to Unfinalized EOSY, and Masterlist of School Heads and LIS/BEIS Coordinators effective September 1, 2022.
2. Please refer to the attached specific instruction for smooth facilitation of documents to be submitted.
3. For issues concerning the approval of Central Office which will be consolidated by the Schools Division Office, below are the requirements to upload thru <https://tinyurl.com/SDOQuezonLISHelpdesk>. There is no need to submit the hardcopy.

Request Forms/ Issues/Service Type	Requirements to be Uploaded (based on Unnumbered Memo dated June 16, 2019 Re: ICTS-USER SUPPORT DIVISION HELPDESK PROCESS)
RF1 - LRN Merging	<ul style="list-style-type: none"> ✓ Scanned RF with School Head Signature ✓ Excel File of RF
RF2 - LRN Reactivation / Enrolment with Data Issues	<p><i>Additional if needed:</i></p> <ul style="list-style-type: none"> ✓ Scanned Birth Certificate ✓ Scanned Form 137 and/or Form 138
RF4 - Unmerge LRN	<ul style="list-style-type: none"> ✓ Scanned Birth Certificate ✓ Scanned Form 137 and/or Form 138

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 Website: www.depedquezon.com.ph



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Request Forms/ Issues/Service Type	Requirements to be Uploaded (based on Unnumbered Memo dated June 16, 2019 Re: <i>ICTS-USER SUPPORT DIVISION HELPDESK PROCESS</i>)
RF10 - Merging of School IDs	<ul style="list-style-type: none"> ✓ Scanned RF with School Head Signature ✓ Excel File of RF ✓ Valid permit for Private Schools
RF12 - Reopening of School Enrolment	<ul style="list-style-type: none"> ✓ Scanned RF with School Head Signature ✓ Excel File of RF
RF13 - Correcting Transfer Related Issues (Errors)	<ul style="list-style-type: none"> ✓ Scanned RF with School Head Signature ✓ Excel File of RF
RF14 - Confirmation of Transfer from Closed Schools	<p><i>Additional if needed:</i></p> <ul style="list-style-type: none"> ✓ Scanned Form 137 and/or Form 138
RF15 - Unenrolment of Learner	<ul style="list-style-type: none"> ✓ Scanned RF with School Head Signature ✓ Excel File of RF <p><i>Additional if needed:</i></p> <ul style="list-style-type: none"> ✓ Scanned Birth Certificate ✓ Scanned Form 137 and/or Form 138
Incident Report/ Others (Requests/Issues which are not stated above like Change of DOOE, Error in assigning/removing Role,)	<p>Screenshots of error or evidence and incident report/Detailed explanation letter addressed to</p> <p>The EMISD Chief <i>Education Management Information System Division Planning Service DepEd Complex Meralco Ave., Pasig City</i></p> <p>Please coordinate with the Planning Staff for clarifications.</p>

***Excel file of these forms can be downloaded thru lis.deped.gov.ph support tab with file name Request for Correction Forms.**

4. For easy consolidation in the Division level, please follow the suggested file name.

Documents	FILE NAME
✓ Scanned RF with School Head Signature (.pdf)	RF<Number>_School Name_School ID_SRF
✓ Excel RF	RF<Number>_School Name_School ID_ERF
✓ Scanned Birth Certificate (.pdf)	RF<Number>_School Name_School ID_Learner's Name_SBC
✓ Scanned Form 137 and/or Form 138 (.pdf)	RF<Number>_School Name_School ID_Learner's Name_SFF
✓ Permit to Operate (.pdf)	RF<Number>_School Name_School ID_PTO

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✓ Other Documents (if required by the Planning & Research Section)	Issue/Service Type_School Name_School ID
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- In case of no action after 15 working days, it is advised to resend the request form (RF) so that the Division Focal of escalation process of RFs will do the same until the forms be escalated at the Central Office level.
- This Division also provides contact numbers for other requests such as password reset, new User Account for Private Schools and other inquiries.

Purpose/s	Contact Numbers
LIS/EBEIS Technical Assistance for 1st and 3rd Congressional District – Public Elementary Schools	09617236843
LIS/EBEIS Technical Assistance for 2nd and 4th Congressional District – Public Elementary Schools	09192926965
LIS/EBEIS Technical Assistance for 1st to 4th Congressional District – Public Secondary Schools	09192926980
LIS/EBEIS Technical Assistance for 1st to 4th Congressional District – Private Schools	09192926983
Password Reset via text message <i>Text Format</i> <Password Reset> <School ID> <School Name> <Name of School Head> <Reason for Resetting> <small>*Contact number of the sender should be consistent with the masterlist sent by the District Office</small>	Designated Phone Number per Congressional District (Please see above)
New User Account (for Private School Heads and System Admin) <i>Text Format</i> <New LIS Account> <School ID> <School Name> <Full Name of School Head> <Birthday> <Gender> <TIN Number> <Role (specify if School Head or System Admin)> <small>*Data to be texted by the requesting school head will be treated with utmost confidentiality</small>	09192925637

- SGOD – Planning and Research Section can also be reached via TELE-TA (in Zoom) <https://tinyurl.com/Tele-TA>.
- To address problems on LIS Confirmation and SF10/F137 follow up outside the respective Schools Districts and Schools Division, those who have already done their effort to communicate and made several follow ups to concerned school may send an email to the email address mentioned below using the following message format.

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Email Subject: SF10/LIS Confirmation Follow Up from (Name of School, School ID, Division)

Calling the ATTENTION of:

School : _____
 School ID : _____
 Division : _____
 Region : _____
 Issue : _____
 Name of Learner : _____
 LRN : _____
 Receiving School : _____
 Division : _____
 Region : _____
 Requestor : _____
 Contact Number : _____

Thank you.

**This is just only for indorsement to the concerned Division or District Offices and does not guarantee immediate action.*

Designated Emails per Congressional District

E M A I L S	For Public School	Elementary	Secondary
	1 st Congressional District	sdo.quezon.lispublicelem1@deped.gov.ph	sdo.quezon.lispublicsec1@deped.gov.ph
	2 nd Congressional District	sdo.quezon.lispublicelem2@deped.gov.ph	sdo.quezon.lispublicsec2@deped.gov.ph
	3 rd Congressional District	sdo.quezon.lispublicelem3@deped.gov.ph	sdo.quezon.lispublicsec3@deped.gov.ph
	4 th Congressional District	sdo.quezon.lispublicelem4@deped.gov.ph	sdo.quezon.lispublicsec4@deped.gov.ph
	For Private School	sdo.quezon.lisprivate@deped.gov.ph	

9. After several attempts made by the Division without response from the other school with unconfirmed transferred in and out and unacted SF10/F137, concerned schools are advised to take the suggested action to be taken.

Issues	Action to be Taken
Unconfirmed Transferred in and Out (with or without Financial Obligation)	Prepare Incident report or letter addressed to the SDS with attached MOVs that the issues have been communicated to the concerned schools) signed by the School Head and send the PDF file to quezon@deped.gov.ph
Unacted SF10/F137 (w/o Financial Obligation)	Prepare Incident report or letter addressed to the SDS with attached MOVs that the issues

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Issues	Action to be Taken
	have been communicated to the concerned schools) signed by the School Head and send the PDF file to quezon@deped.gov.ph

10. Reminder is also given concerning the proper utilization of LIS Tracking System per DO 14, s. 2016, DO 32, s. 2021 and DO 34, s. 2022. Any malicious intent/misutilization of LIS Tracking System that resulted in delays or in pending transfer transactions between schools shall be reported to the Office of the Schools Division Superintendent thru quezon@deped.gov.ph for appropriate action. Action taken and evidences shall be attached to the incident report to support the claim.
11. For public school heads who transferred from one station to another, submission of district consolidated Masterlist of School Heads template shall be sent via sdo.quezon.planning@deped.gov.ph which will be facilitated by District LIS/BEIS Coordinator. Such masterlist will be used in the housekeeping of School Head in the system as well as reference point for the SF10 follow up, student/employee verification from various stakeholders.
12. Moreover, Masterlist of LIS/BEIS Coordinators shall also be submitted by School LIS/BEIS Coordinators to be consolidated by District LIS/BEIS Coordinator and be submitted to sdo.quezon.planning@deped.gov.ph (Email Subject: LIS/BEIS Coordinators_District). Template will be downloaded thru <https://tinyurl.com/QuezonLISBEISCoor>. Such masterlist will be used as reference for LIS Confirmation and Pending request verification.
13. Widest dissemination of and compliance to this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Parmjdf08/22/2022
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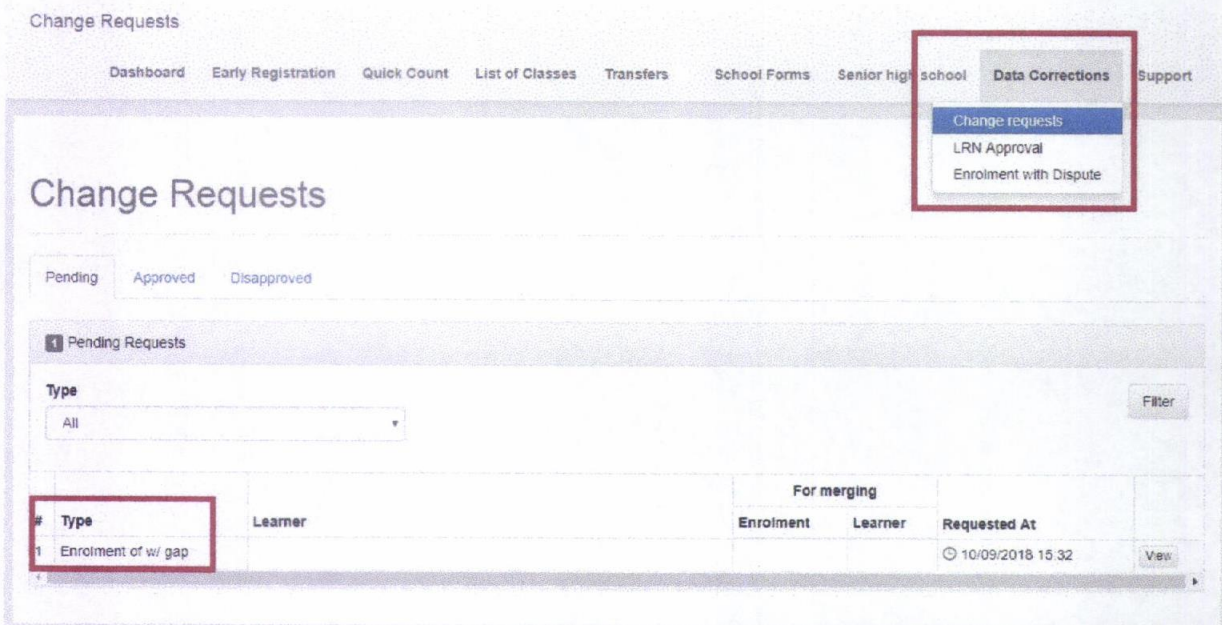
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SPECIFIC INSTRUCTIONS IN SENDING SUPPORTING DOCUMENTS FOR LIS REQUEST FOR CORRECTION VIA EMAIL (DIVISION APPROVAL ONLY)

1. Identify what Data Correction Type you have in your Learner Information System Account.
Thru Data Correction



2. Login to your DEPED EMAIL account and Download the template thru <https://tinyurl.com/quezonisotemplate> under the folder of **School Governance and Operations Division - Planning & Research Section - Planning Unit - Internal Forms** (For Public School Only)

DEPEDQUEZON-SGO-PAR-04-014-004.xlsx	<< Master list of School Heads
DEPEDQUEZON-SGO-PAR-04-015-003.pdf	<< Request for LRN Approval
DEPEDQUEZON-SGO-PAR-04-016-003.pdf	<< Erroneously Tagged Approval
DEPEDQUEZON-SGO-PAR-04-017-003.pdf	<< Enrolment with Gap Approval
DEPEDQUEZON-SGO-PAR-04-018-003.pdf	<< Correction of Grade Level
DEPEDQUEZON-SGO-PAR-04-028-004.docx	<< Correction of Learner Profile
DEPEDQUEZON-SGO-PAR-04-031-001.docx	<< Data Sharing Agreement

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3. You can also use the templates attached to this work instruction.
4. Download the template which is suited to the Data Correction Type for a specific learner with pending approval. *Ex. Request intended for Erroneously Tagged learner should not be supported with the Template for Enrolment with Gap. Do not edit the word "Erroneously Tagged Template" and replace it with the word Enrolment with Gap "or other requests.*
5. Modifying the forms such as placing the School Name and District in the header or Creating new templates that are similar to the one provided by the Division is prohibited.
6. Print the template.
7. Fill out ALL the blank boxes. Only the Extension Name must be left blank if the concerned learner does not have one. Signature of concerned Class Adviser and School Head should be filled out with **original signature** of both personnel or in their absence, their alternate/OICs.
8. The data to be filled out in the template should be tallied with the one encoded in the Learner Information System and the supporting documents. Hence, if there are discrepancies between the data on LIS and supporting documents, justification/explanation should be written at the REMARKS column.

For example:

*In the LIS, the learner has the status of dropped in SY 2017-2018 while in the SF10/SF9 the he/she has the status of **Passed**, therefore the existence of discrepancy should be explained in the remarks column of Request for Erroneously Tagged/Ineligible Approval.*

9. Prepare the listed documents below as support to pending request.

Request Type	Supporting Documents
LRN Approval	<ul style="list-style-type: none">✓ Request for LRN Approval Form (see attached)✓ Birth Certificate/Parent's Affidavit/Declaration Form✓ Previous SF9/10 (Form 137/138) or other equivalent documents such as but not limited to A&E/PEPT/PVT Result
Enrolment with Gap	<ul style="list-style-type: none">✓ Request for Enrolment with Gap Form (see attached)✓ Previous SF9/10 (Form 137/138) or other equivalent documents such as but not limited to A&E/PEPT/PVT Result
Enrolment of Ineligible/Erroneously Tagged	<ul style="list-style-type: none">✓ Request for Enrolment of Ineligible/Erroneously Tagged Form (see attached)✓ Previous SF9/10 (Form 137/138) or other equivalent documents such as but not limited to A&E/PEPT/PVT Result
Correction of Grade Level	<ul style="list-style-type: none">✓ Request for Correction of Grade Level (see attached)✓ Previous SF9/10 (Form 137/138) or other equivalent documents such as but not limited to A&E/PEPT/PVT Result

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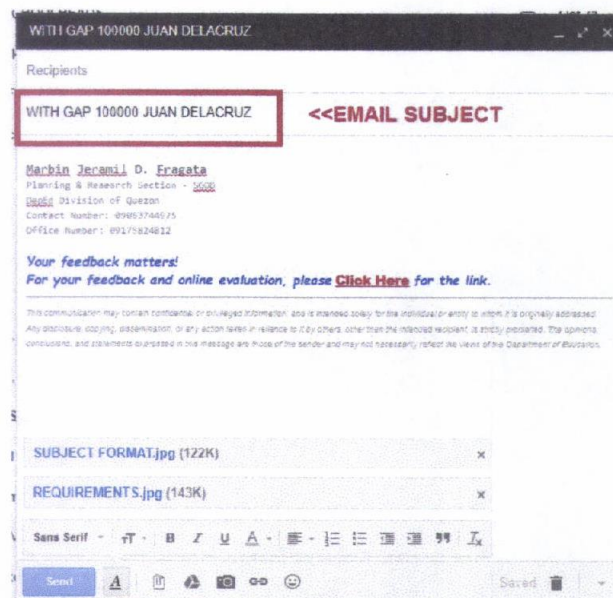
	✓
Correction of Learner Profile	✓ Request for Correction of Learner Profile Form (see attached) ✓ Birth Certificate/Parent's Affidavit/Declaration Form ✓ Previous SF9/10 (Form 137/138) or other equivalent documents such as but not limited to A&E/PEPT/PVT Result
Temporarily Enrolled Learners	✓ Affidavit of Undertaking
Disapproval of Pending Request	✓ Request to Disapprove Pending Request
Unfinalized LIS	✓ Request to Unfinalized EOSY

10. If the available document is the previous SF9/Report Card, there is no need to attach previous SF10/F137 unless required by the Planning and Research Section for further verification of the learner. Only the **previous** SF9/10 or its equivalent with **proper signature** can be acknowledged by the Planning staff. Falsification of documents is prohibited.

11. For temporarily enrolled learners especially those with unsettled accounts from private schools which are enrolled in the system but with pending status, the school shall attach **Affidavit of Undertaking**.

11. Scan or screenshot the completed forms **legibly and brightly** using scanner or camera. Do not cut the header nor the footer to avoid return of the request.

12. Submit the documents online using the correct SUBJECT FORMATS STRICTLY to the ASSIGNED EMAILS only.



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SUBJECT FORMAT

Request Type	Email Subject Format
LRN Approval	<Type of Request><School ID><Name of Learner> Ex. LRN Approval 100000 Juan Dela Cruz
Enrolment with Gap	<Type of Request><School ID><Name of Learner> Ex. With Gap 100000 Juan Dela Cruz
Enrolment of Ineligible/Erroneously Tagged	<Type of Request><School ID><Name of Learner> Ex. Erroneously Tagged 100000 Juan Dela Cruz
Correction of Grade Level	<Type of Request><School ID><Name of Learner> Ex. Correction of Grade Level 100000 Juan Dela Cruz
Correction of Learner Profile	<Type of Request><School ID><Name of Learner> Ex. Correction of Basic Profile 100000 Juan Dela Cruz
Temporarily Enrolled Learner	<Type of Request><School ID><Name of Learner> Ex. Temporarily Enrolled 100000 Juan Dela Cruz
Disapproval of Request	<Disapproval of Requests><School ID><Name of Learner>
Unfinalized LIS	<Unfinalized><School ID><School Name>

DESIGNATED EMAILS

E M A I L S	For Public School	Elementary	Secondary
	1 st Congressional District	sdo.quezon.lispublicelem1@deped.gov.ph	sdo.quezon.lispublicsec1@deped.gov.ph
	2 nd Congressional District	sdo.quezon.lispublicelem2@deped.gov.ph	sdo.quezon.lispublicsec2@deped.gov.ph
	3 rd Congressional District	sdo.quezon.lispublicelem3@deped.gov.ph	sdo.quezon.lispublicsec3@deped.gov.ph
	4 th Congressional District	sdo.quezon.lispublicelem4@deped.gov.ph	sdo.quezon.lispublicsec4@deped.gov.ph
	For Private School	sdo.quezon.lisprivate@deped.gov.ph	

13. Do not ZIP/compress the supporting documents. Upload the files in the email separately.
14. Sending the supporting documents to email that you are not assigned to, or sending to both main email and backups, or sending the Division template to emails of Central Office is highly discouraged. Only in the emails indicated above should the school send, unless there is an advisory from the Planning and Research Section.
15. Bulk submission of documents for multiple learners should not be practiced. Likewise, sending email for the same learner twice is also discouraged. **ONE LEARNER ONE SUBMISSION** is highly recommended to fast track the transaction.

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16. Acknowledge the message made by the Planning & Research Section upon checking the action taken in the LIS. Replying "ok", "Acknowledged" or "Thank you" is recommended to inform the staff that the transaction is completed.

17. Submit the documents even before the deadline.

parmjdf08/22/2020
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REQUEST FOR LRN APPROVAL

(Email Subject: <Type of Request> <School ID> <Name of Learner>)

School Information			
School			
School ID		Contact Number	
Grade		Section	
First Day in School as Appeared in School Form 2 >>			
Personal Information of Learners as Appeared in Birth Certificate			
First Name	Middle Name	Last Name	Ext Name
Date of Birth		Gender	
Checklist of Documents to Be Submitted (Please check)			
<input checked="" type="checkbox"/> Birth Certificate or other equivalent documents such as but no limited to PSA, Local Civil Registrar Birth Certificate, Barangay Certificate			
<input checked="" type="checkbox"/> Previous SF9 or SF10 (Form 137/138) or other Equivalent Documents such as but not limited to A&E/PEPT/PVT Result			
<input checked="" type="checkbox"/> Request for LRN Approval Template			
Remarks			
Remarks			
Certified True and Correct			
Signature			
Printed Name			
Designation	Class Adviser	School Head	

*Fill out all boxes completely and legibly

E M A I L S	For Public School	Elementary	Secondary
	1 st Congressional District	sdo.quezon.lispublicelem1@deped.gov.ph	sdo.quezon.lispublicsec1@deped.gov.ph
	2 nd Congressional District	sdo.quezon.lispublicelem2@deped.gov.ph	sdo.quezon.lispublicsec2@deped.gov.ph
	3 rd Congressional District	sdo.quezon.lispublicelem3@deped.gov.ph	sdo.quezon.lispublicsec3@deped.gov.ph
	4 th Congressional District	sdo.quezon.lispublicelem4@deped.gov.ph	sdo.quezon.lispublicsec4@deped.gov.ph
	For Private School	sdo.quezon.lisprivate@deped.gov.ph	

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REQUEST for ERRONEOUSLY TAGGED (INELIGIBLE) APPROVAL
(Email Subject: <Type of Request> <School ID> <Name of Learner>)

School Information			
School			
School ID		Contact Number	
First Day in School as Appeared in School Form 2 >>			
Personal Information of Learners as Appeared in Birth Certificate			
First Name	Middle Name	Last Name	Ext Name
Learner's Status as appeared (please indicate if dropped, NLS, promoted, conditionally)			
Status per SF 10/ Form 137		Status per LIS - Last End of the School Year	
Checklist of Documents to Be Submitted			
<input checked="" type="checkbox"/> Previous SF9 or SF10 (Form 137/138) or other Equivalent Documents such as but not limited to A&E/PEPT/PVT Result			
<input checked="" type="checkbox"/> Request for Erroneously Tagged Approval Template			
Reason/s for being erroneously tagged			
Reason/s:			
Certified True and Correct			
Signature			
Printed Name			
Designation	Class Adviser	School Head	

*Fill out all boxes completely and legibly.

E M A I L S	For Public School	Elementary	Secondary
	1 st Congressional District	sdo.quezon.lispublicelem1@deped.gov.ph	sdo.quezon.lispublicsec1@deped.gov.ph
	2 nd Congressional District	sdo.quezon.lispublicelem2@deped.gov.ph	sdo.quezon.lispublicsec2@deped.gov.ph
	3 rd Congressional District	sdo.quezon.lispublicelem3@deped.gov.ph	sdo.quezon.lispublicsec3@deped.gov.ph
	4 th Congressional District	sdo.quezon.lispublicelem4@deped.gov.ph	sdo.quezon.lispublicsec4@deped.gov.ph
	For Private School	sdo.quezon.lisprivate@deped.gov.ph	

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REQUEST for ENROLMENT WITH GAP APPROVAL

(Email Subject: <Type of Request> <School ID> <Name of Learner>)

Personal Information of Learners as Appeared in Birth Certificate			
First Name	Middle Name	Last Name	Ext Name
Required Information			
	Current School	Previous School	
School			
School ID			
Contact Number			
Learner Reference Number (LRN)			
Grade Level			
Last School Year Attended			
First Day in School as Appeared in School Form 2			
Checklist of Documents to Be Submitted			
<input checked="" type="checkbox"/> Previous SF9 or SF10 (Form 137/138) or other Equivalent Documents such as but not limited to A&E/PEPT/PVT Result			
<input checked="" type="checkbox"/> Request for Enrolment with Gap Approval Template			
Reason/s for having a gap			
Reason/s:			
Certified True and Correct			
Signature			
Printed Name			
Designation	Class Adviser	School Head	

*Fill out all boxes completely and legibly.

E M A I L S	For Public School	Elementary	Secondary
	1 st Congressional District	sdo.quezon.lispublicelem1@deped.gov.ph	sdo.quezon.lispublicsec1@deped.gov.ph
	2 nd Congressional District	sdo.quezon.lispublicelem2@deped.gov.ph	sdo.quezon.lispublicsec2@deped.gov.ph
	3 rd Congressional District	sdo.quezon.lispublicelem3@deped.gov.ph	sdo.quezon.lispublicsec3@deped.gov.ph
	4 th Congressional District	sdo.quezon.lispublicelem4@deped.gov.ph	sdo.quezon.lispublicsec4@deped.gov.ph
	For Private School	sdo.quezon.lisprivate@deped.gov.ph	

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 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph



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

REQUEST for CORRECTION OF GRADE LEVEL
 (Email Subject: <Type of Request> <School ID> <Name of Learner>)

School Information			
School			
School ID		Contact Number	
Grade LEVEL as appeared in LIS (incorrect)		Grade LEVEL based on legal/supporting documents (correct)	
First Day in School as Appeared in School Form 2 >>			
Personal Information of Learners as Appeared in Birth Certificate			
First Name	Middle Name	Last Name	Ext Name
Checklist of Documents to Be Submitted			
<input checked="" type="checkbox"/> Previous SF9 or SF10 (Form 137/138) or other Equivalent Documents such as but not limited to A&E/PEPT/PVT Result			
<input checked="" type="checkbox"/> Request for Correction of Grade Level Template			
Reason/s for correcting grade level			
Reason/s:			
Certified True and Correct			
Signature			
Printed Name			
Designation	Class Adviser	School Head	

*Fill out all boxes completely and legibly.

	For Public School	Elementary	Secondary
E M A I L S	1 st Congressional District	sdo.quezon.lispublicelem1@deped.gov.ph	sdo.quezon.lispublicsec1@deped.gov.ph
	2 nd Congressional District	sdo.quezon.lispublicelem2@deped.gov.ph	sdo.quezon.lispublicsec2@deped.gov.ph
	3 rd Congressional District	sdo.quezon.lispublicelem3@deped.gov.ph	sdo.quezon.lispublicsec3@deped.gov.ph
	4 th Congressional District	sdo.quezon.lispublicelem4@deped.gov.ph	sdo.quezon.lispublicsec4@deped.gov.ph
	For Private School	sdo.quezon.lisprivate@deped.gov.ph	

DEPEDQUEZON-SGO-PAR-04-018-004



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

REQUEST for CORRECTION OF LEARNER PROFILE
 (Email Subject: <Type of Request> <School ID/CLC Name or ID> <Name of Learner>)

Basic Information		
	Old Data	New Data
Last Name		
First Name		
Middle Name		
Extension name		
Birthdate		
Gender		
LRN		
Checklist of Documents to Be Submitted		
✓ Birth Certificate (PSA/NSO or Local Civil Registrar) or Barangay Certificate or Baptismal Certificate		
✓ Previous SF9/10 (Form 137/138) or other equivalent documents such as but not limited to A&E/PEPT/PVT Result (for Formal School only)		
✓ Request for Correction of Learner Profile Template		
Reason/s for CORRECTING Basic Profile		
Reason/s:		
Certified True and Correct		
Signature		
Printed Name		
Designation	Class Adviser	School Head
Contact Number (if available)		

*Fill out all boxes completely and legibly.

E M A I L S	For Public School	Elementary	Secondary
	1 st Congressional District	sdo.quezon.lispublicelem1@deped.gov.ph	sdo.quezon.lispublicsec1@deped.gov.ph
	2 nd Congressional District	sdo.quezon.lispublicelem2@deped.gov.ph	sdo.quezon.lispublicsec2@deped.gov.ph
	3 rd Congressional District	sdo.quezon.lispublicelem3@deped.gov.ph	sdo.quezon.lispublicsec3@deped.gov.ph
	4 th Congressional District	sdo.quezon.lispublicelem4@deped.gov.ph	sdo.quezon.lispublicsec4@deped.gov.ph
	For Private School	sdo.quezon.lisprivate@deped.gov.ph	

DEPEDQUEZON-SGO-PAR-04-028-004



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 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph



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

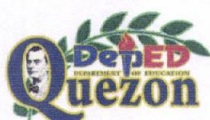
REQUEST for DISAPPROVAL OF PENDING REQUEST
 (Email Subject: <Disapproval of Requests><School ID><Name of Learner>)

School Information			
School			
School ID		Contact Number	
Personal Information of Learner as Appeared in the Learner Information System			
First Name	Middle Name	Last Name	Ext Name
Type of Pending Request as Appeared in the Learner Information System (Please check the applicable pending request to be disapproved)			
LRN Approval			
Enrolment with Gap			
Enrolment of Ineligible/Erroneously Tagged			
Correction of Grade Level			
Correction of Learner Profile			
Others (pls specify)			
Checklist of Documents to Be Submitted			
<input checked="" type="checkbox"/> Request for Disapproval of Pending Request			
Reason/s for correcting grade level			
Justifiable Reason/s:			
Certified True and Correct			
Signature			
Printed Name			
Designation	Class Adviser	School Head	

*Fill out all boxes completely and legibly.

E M A I L S	For Public School	Elementary	Secondary
	1 st Congressional District	sdo.quezon.lispublicelem1@deped.gov.ph	sdo.quezon.lispublicsec1@deped.gov.ph
	2 nd Congressional District	sdo.quezon.lispublicelem2@deped.gov.ph	sdo.quezon.lispublicsec2@deped.gov.ph
	3 rd Congressional District	sdo.quezon.lispublicelem3@deped.gov.ph	sdo.quezon.lispublicsec3@deped.gov.ph
	4 th Congressional District	sdo.quezon.lispublicelem4@deped.gov.ph	sdo.quezon.lispublicsec4@deped.gov.ph
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DEPEDQUEZON-SGO-PAR-04-035-000



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 Website: www.depedquezon.com.ph



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

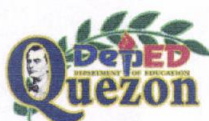
REQUEST to UNFINALIZED EOSY
(Email Subject: <Type of Request> <School ID>)

School Information		
School		
School ID		Contact Number
Checklist of Documents to Be Submitted		
<input checked="" type="checkbox"/> Request to Unfinalized EOSY		
Reason/s for correcting grade level		
Justifiable Reason/s:		
Certified True and Correct		
Signature		
Printed Name		
Designation	Class Adviser	School Head

*Fill out all boxes completely and legibly.

E M A I L S	For Public School	Elementary	Secondary
	1 st Congressional District	sdo.quezon.lispublicelem1@deped.gov.ph	sdo.quezon.lispublicsec1@deped.gov.ph
	2 nd Congressional District	sdo.quezon.lispublicelem2@deped.gov.ph	sdo.quezon.lispublicsec2@deped.gov.ph
	3 rd Congressional District	sdo.quezon.lispublicelem3@deped.gov.ph	sdo.quezon.lispublicsec3@deped.gov.ph
	4 th Congressional District	sdo.quezon.lispublicelem4@deped.gov.ph	sdo.quezon.lispublicsec4@deped.gov.ph
	For Private School	sdo.quezon.lisprivate@deped.gov.ph	

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Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Enclosure

PARENT'S AFFIDAVIT/DECLARATION FORM

I, _____, of legal age, married/single, Filipino, and residents of _____, after having been duly sworn in accordance with law, hereby solemnly and sincerely declare that:

1. I am the parent/guardian of the female/male child named _____ and born on _____, at _____, who is currently residing at _____;
2. He/she has no birth certificate as of this enrollment;
3. For purposes of enrollment, I am executing this Affidavit/Declaration as substitute for his/her birth certificate;
4. I am willing to present the birth certificate in the event that the same is available or to give a copy of the original birth certificate after his/her registration/late registration before the Philippines Statistic Authority;
5. The information in this Affidavit/Declaration Form is true, correct and complete statement; and
6. I authorize the Department of Education or its authorized representative to verify or validate the contents stated in this Affidavit/Declaration Form.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____, 202__ in _____.

Parent Declarant

SUBSCRIBED AND SWORN to before me this _____, the parent declarant exhibiting his/her _____ with No. _____ issued by the _____ on _____.

**Name of the Punong Barangay
Administering Officer**



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

AFFIDAVIT OF UNDERTAKING

ANNEX 3

DepEd Order 3, 2018

I, _____ of legal age, a resident of
Name of Parent/Guardian

Address

and the parent/guardian of _____
Name of Learner

hereby signs this document freely and with full understanding of its contents.

The present circumstances are:

1. I choose to enroll my child at _____
Name of School
2. I certify that my child was previously enrolled at _____
and passed the grade level of _____.
Name of Previous School
3. Due to _____, I cannot submit the transfer credentials of my child to this school.
4. I understand that my child shall be temporarily enrolled because I have not submitted the required credentials.

With these circumstances, I undertake to:

1. Do what is legally permissible for the release of the credentials of my child from the previous school.
2. Submit the transfer credentials of my child on or before _____.
3. I agree that the official record from this school shall only be released until the submission of school credentials from the previous school.
4. I understand that the school shall only issue a temporary progress report card signed by the adviser to monitor the progress of my child and that it is inadmissible for transfer and enrollment purposes.

Without the transfer credentials of my child I fully understand that:

1. My child is only temporarily enrolled.
2. My child cannot be officially promoted to a higher grade level.
3. My child cannot officially graduate from this school.
4. Should my child attain the qualifying average and other criteria for academic honors, he/she will not be recognized.

With all the foregoing, I shall hold free from any liability, whether civil, criminal or administrative, DepEd Personnel who are involved in the acceptance and enrollment of my child, and the enforcement of any law or rule and the obligations provided in this document.

Attested this _____ day of _____ at _____.

Signature Over Printed Name of Parent/Guardian

Gov't ID Presented: _____
ID Number: _____
Date Issued: _____

PS-ODIR/SFRT