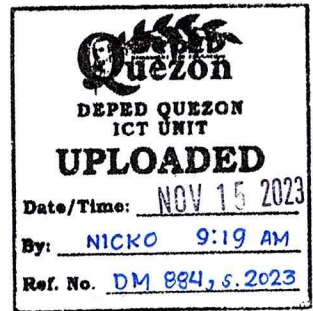




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



14 November 2023

DIVISION MEMORANDUM

DM No. 884, s. 2023

**MANAGEMENT OF LEARNER INFORMATION SYSTEM IN DEPED QUEZON
 FOR SCHOOL YEAR 2023-2024**

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

1. In line with the implementation of the Learner Information System (LIS) for SY 2023-2024 and Project ALISTO, this office advises all public and private schools in this Division to strictly follow the instructions on the management of LIS.
2. Please refer to the attached specific instructions for the smooth facilitation of documents to be submitted.
3. For issues concerning the approval of the Central Office, which will be consolidated by the Schools Division Office, below are the requirements and their corresponding definitions.

Request Forms/ Issues/Service Type	Definition	Requirements to Upload
RF01 - LRN Merging	A process of combining two or more learners' data with conflicting information pertaining to a specific learner through his/her official documents submitted to the school.	<ul style="list-style-type: none"> ✓ RF01 in Excel Format ✓ Scanned RF01 with signature of School Head ✓ Additional (if needed): Photocopy of Birth Certificate, Form 137/School Form 10, and Form 138/School Form 9
RF02 - LRN Reactivation	A process of re-activating LRN that was previously	<ul style="list-style-type: none"> ✓ RF02 in Excel Format

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Request Forms/ Issues/Service Type	Definition	Requirements to Upload
	disapproved by the Planning Officer.	<ul style="list-style-type: none"> ✓ Scanned RF02 with signature of School Head ✓ Additional (if needed): Photocopy of Birth Certificate, Form 137/School Form 10, and Form 138/School Form 9
RF03 – Enrollment with Data Issues	<p>A process of resolving encountered errors on the enrollment data.</p> <p>Code/Issues</p> <ol style="list-style-type: none"> 1. Update Failed <ol style="list-style-type: none"> 1.a. update basic profile 1.b. EOSY Updating 2. Enrollment Failed 3. Untagging Temporary Enrolled 4. Untagging unsettled Account 5. DOFA mistakenly encoded 6. Age out of Range 	<ul style="list-style-type: none"> ✓ RF03 in Excel Format ✓ Scanned RF03 with signature of School Head ✓ Additional (if needed): Photocopy of Birth Certificate, Form 137/School Form 10, and Form 138/School Form 9 ✓ Screenshots of the error (1a, 1b, 2, 7)
RF04 Unmerging of LRN	A process of rectifying data of two different learners.	<ul style="list-style-type: none"> ✓ RF04 in Excel Format ✓ Scanned RF04 with signature of School Head ✓ Additional (if needed): Photocopy of Birth Certificate, Form 137/School Form 10, and Form 138/School Form 9
RF05 – User Account Management and School Concerns	A process of updating user accounts and re-opening and closing of schools.	<ul style="list-style-type: none"> ✓ RF05 in Excel Format ✓ Scanned RF05 with signature of School Head ✓ Scanned copy of the following: <ul style="list-style-type: none"> ✓ For closing/reopening of school, attached the indorsement letter from the Division Planning Officer ✓ For reopening of school, attached the Permit to Operate ✓ Screenshot if system error

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Request Forms/ Issues/Service Type	Definition	Requirements to Upload
RF06 – Merging of School ID	A process of combining two or more school Ids including other historical records.	<ul style="list-style-type: none"> ✓ RF06 in Excel Format ✓ Scanned RF06 with signature of School Head ✓ For private school: attached the endorsement letter from Division SGOD
RF07 – Reopening of School Enrollment and EOSY Finalization	A process of re-opening the enrollment for EOSY updating and school finalization.	<ul style="list-style-type: none"> ✓ RF07 in Excel Format ✓ Scanned RF07 with signature of School Head ✓ Signed Justification letter from the School Head ✓ List of learners to be enrolled and/or update EOSY
RF08 – Transfer-related Issues	A process of resolving the issues encountered by the learners in relation to his/her transfer. Code/Issues <ol style="list-style-type: none"> 1. Joint Transfer 2. Transfer dispute 3. Confirmed/Declined but still pending 4. Transfer from Closed School 5. Transfer from Philippine School overseas 6. Wrong tagging of previous school 7. Others 	<ul style="list-style-type: none"> ✓ RF08 in Excel Format ✓ Scanned RF08 with signature of School Head ✓ Screenshot of Error ✓ Additional (if needed): Photocopy of Birth Certificate, Form 137/School Form 10, and Form 138/School Form 9
RF09 – Un-enrollment of Learner	A process of removing inelligible learners from the masterlist. <ol style="list-style-type: none"> 1. Incorrect Grade Level (SHS) 2. 1st SEM Declined 3. Multiple Enrollment 4. Mistakenly Enrolled 5. No Appearance since BOSY 6. System Error 	<ul style="list-style-type: none"> ✓ RF09 in Excel Format ✓ Scanned RF09 with signature of School Head ✓ Justification letter addressed to The EMISD Chief <i>Education Management Information System Division DepEd Central Office Planning Service DepEd Complex Meralco Ave., Pasig City</i>

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Request Forms/ Issues/Service Type	Definition	Requirements to Upload
	7. PEPT/ALS Passer 8. Tagging of Temporary Enrollment 9. Others	✓ Additional (if needed): Photocopy of Birth Certificate, Form 137/School Form 10, and Form 138/School Form 9
RF10 Updating School Calendar	A process of updating incorrect entry of school calendar	✓ RF10 in Excel Format ✓ Scanned RF10 with signature of School Head
Incident Report	A process of resolving issues that do not fall into any Request Forms	✓ Incident Report in Excel Format ✓ Scanned copy of Incident Report with signature of School Head Additional (if needed): Photocopy of Birth Certificate, Form 137/School Form 10, and Form 138/School Form 9

7. Request forms to be escalated to the central office can be downloaded through the LIS Support tab or via <https://tinyurl.com/NEWCORF>.
8. Request Forms and their corresponding requirements shall be sent through <https://tinyurl.com/SDOQuezonLISHelpdesk> or <https://bit.ly/SDOQuezonLISHelpdesk>. There is no need to submit the hardcopy.
9. Requests using previous versions of RFs, improperly accomplished RFs, or RFs with incorrect attachments will NOT be processed and will be returned to the sender.
10. For easy consolidation at 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
✓ Incident Report (excel)	IR_School Name_School ID_IRE

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Documents	FILE NAME
✓ Incident Report (.pdf)	IR_School Name_School ID_PDF
✓ Other Documents (if required by the Planning & Research Section)	Issue/Service/ Type_School Name_School ID

11. In case of no action after 15 working days, it is advised to resend the request form (RF) so that the Division Focal for the escalation process of RFs will do the same until the forms are escalated to the Central Office level.
12. This Division also provides contact numbers for other requests, such as password resets, new User Accounts 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> <small>*Phone call and email using the designated contact numbers/emails can be an alternative</small>	Designated Phone Number/ Email Address per Congressional District
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

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13. To address problems regarding LIS Confirmation and SF10/F137 follow-up outside the respective School Districts and Schools Division, those who have already made efforts to communicate and have conducted several follow-ups with the concerned school may send an email to the email address mentioned below, using the following message format.

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 : _____
 School : _____
 Contact Number : _____

Thank you.

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

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	

14. After several attempts made by the Division without a response from the other school regarding unconfirmed transfers in and out and unacted SF10/F137, concerned schools are advised to take the suggested action.

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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)	Preapre 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

15. A reminder is also given concerning the proper utilization of the LIS Tracking System per DO 14, s. 2016, DO 32, s. 2021, and DO 34, s. 2022. Any malicious intent or misuse of the LIS Tracking System resulting in delays or pending transfer transactions between schools shall be reported to the Office of the Schools Division Superintendent through **quezon@deped.gov.ph** for appropriate action. Actions taken and evidence shall be attached to the incident report to support the claim.
16. For public school heads who have transferred from one station to another, the submission of the 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 Coordinators. This masterlist will be used for maintaining School Head records in the system and as a reference point for SF10 follow-up and student/employee verification from various stakeholders.
17. Moreover, the Masterlist of LIS/BEIS Coordinators shall also be submitted by School LIS/BEIS Coordinators to be consolidated by the District LIS/BEIS Coordinator and submitted to **sdo.quezon.planning@deped.gov.ph** (Email Subject: LIS/BEIS Coordinators District). The template can be downloaded from

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<https://tinyurl.com/QuezonLISBEISCoor>. This masterlist will be used as a reference for LIS Confirmation and pending request verification.

18. Widest dissemination of and compliance to this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 


Parmjdf09/14/2023

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 DepEdTayoQuezon

 www.depedquezon.com.ph

 quezon@deped.gov.ph



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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

Change Requests

Dashboard Early Registration Quick Count List of Classes Transfers School Forms Senior high school **Data Corrections** Support

Change Requests

Pending Approved Disapproved

1 Pending Requests

Type Filter

All

#	Type	Learner	For merging		Requested At	View
			Enrolment	Learner		
1	Enrolment of w/ gap				10/09/2018 15:32	

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
- DEPEDQUEZON-SGO-PAR-04-015-003.pdf
- DEPEDQUEZON-SGO-PAR-04-016-003.pdf
- DEPEDQUEZON-SGO-PAR-04-017-003.pdf
- DEPEDQUEZON-SGO-PAR-04-018-003.pdf
- DEPEDQUEZON-SGO-PAR-04-028-004.docx
- DEPEDQUEZON-SGO-PAR-04-031-001.docx

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- You can also use the templates attached to this work instruction.
- Download the template that is suitable for the Data Correction Type for a specific learner with pending approval. *For example, a request intended for an Erroneously Tagged learner should not be supported with the "Template for Enrolment with Gap." Do not edit the phrase "Erroneously Tagged Template" and replace it with "Enrolment with Gap" or other requests.*
- Modifying the forms, such as adding the School Name and District in the header or creating new templates similar to the ones provided by the Division, is prohibited.
- Print the template.
- Fill out ALL the blank boxes. Only the Extension Name must be left blank if the concerned learner does not have one. The signature of the concerned Class Adviser and School Head should be filled out with the original signature of both personnel, or in their absence, their alternate/OICs.
- The data to be filled out in the template should match the one encoded in the Learner Information System and the supporting documents. Hence, if there are discrepancies between the data on LIS and the supporting documents, a justification/explanation should be written in 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.*

- 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✓ 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

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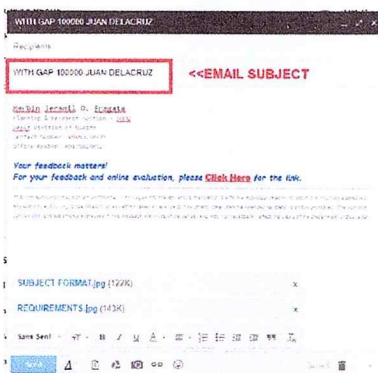
Request Type	Supporting Documents
Enrolment of Ineligible/Erroneously Tagged	<ul style="list-style-type: none"> ✓ Request for Enrolment of Ineligible/Erroneously Tagged Form (see attached) ✓ Previous SF9/10 (Form 137/138) or other equivalent documents such as but not limited to A&E/PEPT/PVT Result
Correction 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
Correction of Learner Profile	<ul style="list-style-type: none"> ✓ Request for Correction of Learner Profile Form (see attached) ✓ Birth Certificate. ✓ Previous SF9/10 (Form 137/138) or other equivalent documents such as but not limited to A&E/PEPT/PVT Result
Temporarily Enrolled Learners	<ul style="list-style-type: none"> ✓ Affidavit of Undertaking
Disapproval of Pending Request	<ul style="list-style-type: none"> ✓ Request to Disapprove Pending Request
Unfinalized LIS	<ul style="list-style-type: none"> ✓ Request to Unfinalized EOSY

10. If the available document is the previous SF9/Report Card, there is no need to attach the previous SF10/F137 unless it is required by the Planning and Research Section for further verification of the learner. Only the previous SF9/10 or its equivalent with proper signatures 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, who are enrolled in the system but have pending status, the school shall attach an **Affidavit of Undertaking**.

12. Scan or take a screenshot of the completed forms **legibly and clearly** using a scanner or camera. Do not cut the header or the footer to avoid the request being returned.

13. 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

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	

14. Do not ZIP/compress the supporting documents. Upload the files in the email separately.
15. Sending the supporting documents to an email that you are not assigned to, or sending to both the main email and backups, or sending the Division template to emails of the Central Office is highly discouraged. Only use the emails indicated above for school submissions, unless there is an advisory from the Planning and Research Section.
16. Bulk submission of documents for multiple learners should not be practiced. Likewise, sending an email for the same learner twice is also discouraged. **ONE LEARNER, ONE SUBMISSION** is highly recommended to expedite the transaction.
17. Acknowledge the message sent by the Planning & Research Section upon checking the action taken in the LIS. Replying with "ok," "Acknowledged," or "Thank you" is recommended to inform the staff that the transaction is completed.
18. Submit the documents well before the deadline.

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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)			
	Temporary Enrolled (TE)		
	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 Disapproving the Request			
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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REQUEST to UNFINALIZED EOSY
 (Email Subject: <Type of Request> <School ID>)

School Information			
School			
School ID		Contact Number	
Curricular Level to be Unfinalized (Check the Applicable Level)			
<input type="checkbox"/> Elementary <input type="checkbox"/> Junior High School <input type="checkbox"/> Senior High School			
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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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	

DEPEDQUEZON-SGO-PAR-04-015-004



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



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

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	

DEPEDQUEZON-SGO-PAR-04-017-004



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



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

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	

DEPEDQUEZON-SGO-PAR-04-016-004



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



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		
<input checked="" type="checkbox"/> Birth Certificate (PSA/NSO or Local Civil Registrar) or Barangay Certificate or Baptismal Certificate <input checked="" type="checkbox"/> 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) <input checked="" type="checkbox"/> 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 <i>(if available)</i>		

***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



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



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.**

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-04-018-004



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



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: _____