



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



30 September 2025

DIVISION MEMORANDUM

DM No. 969, s. 2025

**UTILIZATION OF THE PRESCRIBED JUSTIFICATION LETTER, ADOPTION OF
VERSION 2 OF REQUEST FORM 9, AND REITERATION OF THE PROCESS
FOR LEARNER UNENROLLMENT**

To: Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the Department of Education's mandate to ensure accuracy, transparency, and accountability in the management of learner records, this Office hereby issues the following **guidelines relative to the unenrollment of learners** in the Learner Information System (LIS) and other official school records.
2. All concerned are hereby directed to:
 - a. **Utilize the prescribed Justification Letter** as a required supporting document for all requests for learner unenrollment. This letter shall be prepared by the Class Adviser or LIS Coordinator and duly approved by the School Head, **clearly indicating the valid reason(s)** for the request. Only the applicable reason(s) should be selected, while non-applicable items must be deleted to minimize page usage. A brief and concrete explanation must also be provided for each selected reason.
 - b. **Adopt Version 2 of Request Form 9** in all requests for learner unenrollment to standardize documentation and processing.
 - c. **Strictly adhere to the prescribed process** for learner unenrollment, ensuring proper documentation, approval, and timely submission of all requirements to the Schools Division Office.
3. The above-mentioned templates may be accessed through this link:
<https://tinyurl.com/Unenrollment-Forms>.

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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4. Attached herewith are the prescribed templates and unenrollment process for reference.
5. Immediate dissemination of and strict compliance with this Memorandum are earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

parsop09/30/2025

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PROCEDURE OF SUBMISSION OF JUSTIFICATION LETTER FOR UNENROLLMENT OF LEARNERS IN LEARNER INFORMATION SYSTEM (LIS)

1. The LIS Coordinator/Class Adviser prepares the Justification Letter and submits it to the SDO - Planning Section with a DTS Transmittal.
2. The Planning Officer reviews the letter, affixes initial, and endorses it to the SDS Office for approval.
3. The Schools Division Superintendent reviews and approves the Justification Letter.
4. The SDO returns the approved document to the school.
5. The LIS Coordinator uploads and submits the following to the designated link below:
 - Duly Signed Scanned Copy of Justification Letter
 - Excel File of Request Form 9
 - Duly Signed Scanned Copy of Request Form 9
 - Screenshot of Error if applicable

Link/ QR Code	Purpose
 https://forms.office.com/r/BngarySeJm	For Public Schools only (using DepEd Email)
 https://tinyurl.com/QuezonPrivateHelpdesk	For Private School only



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MARIA CLARISSE T. LIGUNAS-ROQUE

Director IV
Policy & Planning Service
Department of Education

Thru: **MERCY C. TRIO**

Project Development Officer IV/OIC-Chief
Education Management Information System Division

Subject: *Justification for the Unenrollment of [Learner's Full Name]*

This is to formally provide the justification for the unenrollment of **[Learner's Full Name]**, with **LRN [0000 0000 0000]**, who was enrolled in Grade [Level], Section [Name], for School Year [Insert SY] at **[School Name]**, with **School ID [000000]**.

After due consideration and consultation with the concerned parties, the unenrollment has been deemed necessary due to the following reason(s):

Incorrect Grade Level (SHS)

Explanation: _____

1st Semester Declined

Explanation: _____

Multiple Enrollment

Explanation: _____

Mistakenly Enrolled

Explanation: _____

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System Error

Explanation: _____

PEPT/ALS Passer

Explanation: _____

Tagging of Temporary

Explanation: _____

The decision was made in consultation with the parents/guardians, ensuring that the best interest of the learner is prioritized. All requirements for clearance and documentation have been complied in accordance with DepEd policies.

Rest assured that the school has extended the necessary guidance and support during the transition to ensure that the learner's educational progress will not be adversely affected.

Respectfully,

FULL NAME

[Class Adviser / LIS Coordinator]

Reviewed by:

FULL NAME

School Head

Noted by:

FULL NAME

Schools Division Superintendent

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