



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

September 17, 2020

DIVISION MEMORANDUM
 DM No. 266, s. 2020

**INSTRUCTION ON THE PROVISION OF TECHNICAL ASSISTANCE
 IN THE MANAGEMENT OF LEARNER INFORMATION SYSTEM IN DEPED QUEZON**

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

1. In line with the implementation of Learner Information System for SY 2020-2021 and Division Standardization of Processes, this office advises all public and private schools in this Division the use of revised 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) and Masterlist of School Heads effective August 24, 2020.
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	<i>Additional if needed:</i> <ul style="list-style-type: none"> ✓ Scanned Birth Certificate ✓ Scanned Form 137 and/or Form 138
RF4 - Unmerge LRN	
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



DEPED - QUEZON
ICT UNIT
U P L O A D E D

Date/Time: SEPT 21, 2020
By: CRISTELL 5:45 PM
Ref. No.: DM 266, S. 2020

DEPEDQUEZON-TM-SDS-04-009-003



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RF13 - Correcting Transfer Related Issues (Errors)	✓ Scanned RF with School Head Signature ✓ Excel File of RF
RF14 - Confirmation of Transfer from Closed Schools	<i>Additional if needed:</i> ✓ Scanned Form 137 and/or Form 138
RF15 - Unenrolment of Learner	✓ Scanned RF with School Head Signature ✓ Excel File of RF <i>Additional if needed:</i> ✓ Scanned Birth Certificate ✓ Scanned Form 137 and/or Form 138
OTHERS (Requests/Issues which are not stated above.)	Please coordinate with the Planning Staff for the requirements.

***Excel file of these forms can be downloaded thru lis.deped.gov.ph support tab.**

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
✓ Other Documents (if required by the Planning & Research Section)	Issue/Service Type_School Name_School ID

5. 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

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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>	09192925637
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

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

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

Pamjdf09/17/20

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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

3 Pending Requests

Type: All Filter

#	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)

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DEPEDQUEZON-SGO-PAR-04-014-004.xlsx	<< Masterlist 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

- You can also use the templates attached to this work instruction.
- 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.*
- 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.
- 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. 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.
- 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.*

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

Request Type	Email Subject Format
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
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

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 shot 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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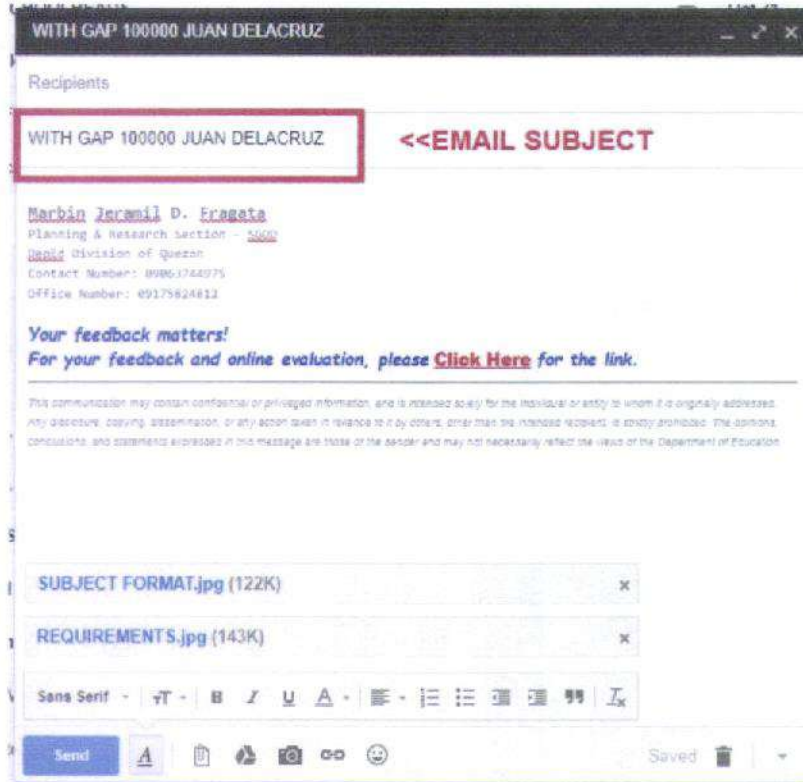


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SUBJECT FORMAT

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
Temporary Enrolled Learner	<Type of Request><School ID><Name of Learner> Ex. Correction of Basic Profile 100000 Juan Dela Cruz

DESIGNATED EMAILS

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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.
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.

pamjdf09/17/2020

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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	

DEPEDQUEZON-SGO-PAR-04-016-004



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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 (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	

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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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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	

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