DIVISION MEMORANDUM
No. 271, s. 2018

March 22, 2018

SUBMISSION ON THE LIST OF LEARNERS THIS SCHOOL YEAR SY 2017-2018 FOR INCLUSION TO THE LEARNER INFORMATION SYSTEM (LIS) AND ISSUANCE OF LEARNER REFERENCE NUMBER

To: Education Program Supervisor/Coordinator In-Charge of Kindergarten
All Private Elementary School Heads

1. Attached is Regional Unnumbered Memorandum Dated March 22, 2018 re: “SUBMISSION ON THE LIST OF LEARNERS THIS SCHOOL YEAR SY 2017-2018 FOR INCLUSION TO THE LEARNER INFORMATION SYSTEM (LIS) AND ISSUANCE OF LEARNER REFERENCE NUMBER” which is self explanatory.

2. In view of this, all Private Elementary School Heads are directed to facilitate the submission of report on or before March 23, 2018.

3. This is an urgent matter.

DR. WINNIE E. BATOOON, CESE
Officer in Charge
Office of the Schools Division Superintendent

ENDS

References:
To be indicated in the Perpetual Index under the following subjects:
Policy, Instruction, Submission

DEPARTMENT OF EDUCATION: Memorandum Title
22 March 2018
Memorandum

To: Schools Division Superintendents

From: ATTY. ALBERTO T. ESCOBARTE, CESO III
       Director IV-A

Subject: Submission of the List of Learners this School Year (SY) 2017-2018 for Inclusion to the Learner Information System (LIS) and Issuance of Learner Reference Number (LRN)

Date: March 22, 2018

Attached is a Memorandum DM-Cl-2018 00072 signed by Dr. Lorna Dig Dino, Undersecretary for Curriculum and Instruction, informing the field on the submission of the list of learners this School Year (SY) 2017-2018 for inclusion to the Learner Information System (LIS) and issuance of Learner Reference Number (LRN) following the template provided.

Please be guided accordingly.

Inclosure: As stated.
ROQ2/mjd
MEMORANDUM
DM-CI-2018 No.02

TO
DepEd Secretary, ARMM
All Regional Directors
Regions NCR, CAR, I, II, III, IV-CALABARZON
IV-MIMAROPA, V, VI, VII, VIII, IX, X
XI, XII, CARAGA
Schools Division Superintendents

From
ORMA DIG BINO
Undersecretary for Curriculum and Instruction

SUBJECT
SUBMISSION OF THE LIST OF LEARNERS THIS SCHOOL YEAR (SY 2017-2018) FOR INCLUSION TO THE LEARNER INFORMATION SYSTEM (LIS) AND ISSUANCE OF LEARNER REFERENCE NUMBER (LRN)

DATE
13 March 2018

Please be informed that the deadline for submission of appeal/request for inclusion of learners this SY 2017-2018 to the LIS and issuance of LRN is on March 23, 2018. This is with regard to the continuing concern from the field offices specifically from the accredited private schools and other DepEd-recognized learning centers, church-based institutions whose Kindergarten learners are adversely affected by the Department of Education’s change in the cut-off age for Kindergarten per DepEd Order No. 47, s. 2016.

In this connection, concerned private school administrators are advised to email their request to bld.tlb@deped.gov.ph; roger.mataspi@deped.gov.ph; fnafiisa@yahoo.com; and jorybog@yahoo.com and provide the data for the learners following the template below for review and possible inclusion in the LIS and issuance of LRN:

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Age</th>
<th>Birthday</th>
<th>Date of School First Attendance</th>
<th>Name of School</th>
<th>Address of the School</th>
<th>School ID Permit No.</th>
</tr>
</thead>
</table>

In addition, a PDF copy of the listed learner’s birth certificate and result of the ECD assessment be attached to the request.

For widest and immediate dissemination. Thank you.