



Department of Education  
Region 6-Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
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**DIVISION MEMORANDUM**

No. 174 s. 2018

**TO:** CHIEFS OF CID AND SGOD  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

**FROM:** MA. LORLINIE M. ORTILLO, CESO VI  
Schools Division Superintendent

**SUBJECT:** DEADLINE FOR SUBMISSION OF REQUIRED DOCUMENTS FOR APPROVAL OF ONLINE REQUEST  
IN THE LEARNER INFORMATION SYSTEM (LIS) FOR LEARNERS WITH ENROLLMENT GAP AND  
LRN REQUEST

**DATE:** AUGUST 28, 2018

1. Enclosed in DepEd Order no. 32, s. 2018 is the rationale on the implementation of Learner Information System (LIS) to establish an accurate and reliable registry of learners, and profile of schools which are vital on its planning and budgeting allocation of resources and setting of operational targets.

2. A table that outlines the dates for the release of official enrolment data is likewise provided that August 31, 2018 is set as date of submission of second preliminary enrollment which will be the basis for the determination of other crucial resources for Budget Deliberation in the Congress for FY 2019 Budget Proposal.

3. In view thereof, school heads of all elementary and secondary schools are advised to submit all required documents for approval of online request in the LIS for learners with enrollment gap and request of LRN.

4. Documentary requirements include the following:

- a. Letter request from the school head address to the SDS thru Planning & Research Unit
- b. Photocopy of either Form 137 or Form 138 and Birth or Baptismal Certificate of the learner

5. Dead line for the submission of the said documents will be on or before August 31, 2018.

6. All online request without required documents will be disapproved after the said deadline.

7. Immediate dissemination of and compliance with this memorandum is desired.