



National Capital Region  
**DIVISION OF CITY SCHOOLS**  
 Marikina

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DIVISION OF CITY SCHOOLS  
 MARIKINA  
**RELEASED**  
 MAR 22 2018  
 RECORDS UNIT

March 20, 2018

**DIVISION MEMORANDUM**

No. 83, s. 2018

**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)**

To: Chief Education Supervisors, SGOD and CID  
 Elementary and Secondary School Heads  
 Officers-In-Charge  
 Private Schools Only

- Enclosed is **DepEd Memorandum No. DM-CI-2018 00072** dated March 13, 2018 from **Hon. Lorna Dig Dino**, Undersecretary for Curriculum and Instruction, Department of Education entitled **“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)”**, contents of which are self-explanatory, for information and compliance of all concerned.
- Concerned private school administrators are advised to email their request to **roger.masapol@deped.gov.ph; bld.tld@deped.gov.ph; finafrias@yahoo.com; and joytug@yahoo.com** not later than **March 23, 2018** and provide the data for the learners following the template below for review and possible inclusion in the LIS and issuance of LRN:

Name of Learner	Age	Birthday	Date of School First Attendance	Name of School	Address of the School	School ID Permit No.

- Attach a PDF copy of the listed learner’s birth certificate and result of the ECD assessment.
- Immediate and wide dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**  
 Officer-In-Charge

Office of the Schools Division Superintendent

Enclosure: As stated.

# LIS Submission.pdf

HR-2018 14-23



## Department of Education

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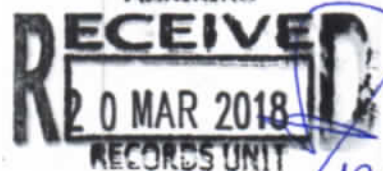


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*Undersecretary for Curriculum and Instruction*

**MEMORANDUM**  
**DM-CI-2018 00072**

**DIVISION OF CITY SCHOOLS**  
**MARIKINA**



**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  
Education Program Supervisors/Coordinators in-charge of Kindergarten

**FROM :** *Jorna A. Dino*  
**JORNA DIG DINO**  
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 [bid.tld@deped.gov.ph](mailto:bid.tld@deped.gov.ph); [roger.masapala@deped.gov.ph](mailto:roger.masapala@deped.gov.ph); [finafrias@yahoo.com](mailto:finafrias@yahoo.com); and [josting@yahoo.com.ph](mailto:josting@yahoo.com.ph) and provide the data for the learners following the template below for review and possible inclusion in the LIS and issuance of LRN:

Name of Student	Age	Birthday	Date of School First Attendance	Name of School	Address of the School	School ID Permit No.

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