



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 13 2022

MEMORANDUM

**SCHOOL SUBMISSION OF DOCUMENTARY REQUIREMENTS (IN HARD COPY)
WITH PENDING REQUESTS FOR APPROVAL AND THOSE WITH TECHNICAL
ISSUES AND CONCERNS IN THE LEARNER INFORMATION SYSTEM (LIS)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. This is to inform the field that all schools with pending requests for Learner Reference Number (LRN) Approval, Enrollment with Gap, Enrollment of Ineligible, Correction of Learner Profile, and Correction of Grade Level in the Learner Information System (LIS) should submit the required documents in hard copies (cover letter signed by the school head, birth certificate, and documents from previous grade level: SF10 & SF9/Kinder Certificate) to this Division through the School Governance and Operations Division (SGOD) - Planning and Research (P&R) Section. If the learner was tagged Temporary Enrolled, a copy of notarized affidavit of undertaking must be provided.
2. The cover letter signed by the School Head/OIC should contain the list of learners in alphabetical order. Likewise, all attached documents of learners should also be in alphabetical order.
3. Requests Forms (RFs) for learners who cannot be enrolled, with double/multiple LRNs, learners to be unenrolled, learners whose transfers are to be confirmed by closed schools, and learners with transfer issues should be consolidated according to the type of request, to be submitted in MS Excel format together with the PDF format of letter signed by the adviser and school head. SOFT COPIES of all learners' documents must be submitted to the email address: sdomuntiPlanning@gmail.com.
4. Requirements should be submitted not later than two weeks after the requests were made in the Learner Information System.
5. Attached with this Memorandum are the following enclosures, for reference:
 - a. RF01 - Template for Reporting Multiple LRN/Enrollment
 - b. RF02 - Template for LRN Reactivation/Enrollment with Data Issues
 - c. RF04 - Template for Reporting TWIN Learners that Merged Identity
 - d. RF10 - Template for Request to Merge School ID
 - e. RF12 - Template for Reopening of School Enrollment
 - f. RF13 - Template for Reporting Transfer Related Errors
 - g. RF14 - Template for Confirmation of Transfer from Closed School



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805-9935, (02) 8805 - 9940
sdo.muntinlupa@gmail.com

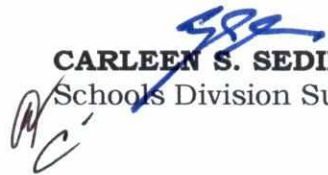


IONet - IAF
ISO 9001:2015
Certified No: 18.1519.026



MEM. SYS.
RVA C432

- h. RF15 - Template for Unenrollment of Learner
 - i. RF16 - Template for Correction in SHS Masterlist and Track/Program Offering for Schools Abroad
 - j. Template for Request to Update/Change the Curricular Offering Classification (COC) for Schools Abroad
6. For immediate dissemination and strict compliance.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

LEARNER INFORMATION SYSTEM
LEARNER
SCHOOL

ICTS - User Support Division
Learner Information System (LIS) and Basic Education Information System (BEIS)
National Helpdesk

Template for Reporting Multiple LRN/Enrollment (Request Form 01)

Service Request Type : LRN Merging
Submit to : Division Planning Officer, Schools Governance and Operations Division
Note : Endorsement of School Head is required (signed and scanned). Please use worksheet/excel format for the matrix.

Present Enrolment								Correct Learner Personal Information (as appeared in Birth Certificate)							Other Existing LRNs	
Region	Division	School	School ID	Grade	Section	Date of First Attendance (MM/DD/YYYY)	LRN (Currently Used)	First Name	Middle Name	Last Name	Ext Name	Date of Birth (MM/DD/YYYY)	Gender	Mother's Maiden Name		

Requested by	Teacher/ICT Coordinator	Name of School	School ID	Division	Region	Date	Endorsed by School Head	Signature Name	

Note for School:

1. Fill-up the form correctly and completely
2. Attach this form as Excel file.
3. Attach a scanned copy of the form with School Head signature
4. Attach the following copies:
 - a. Birth Certificate
 - b. Form 137 and/or Form 138

Note for Division Planning Officer:

1. Consolidate requests by school by issue
2. Submit to Regional Planning Officer for encoding in the online form

ICTS - User Support Division
Learner Information System (LIS) and Basic Education Information System (BEIS)
National Helpdesk
Template for LRN Reactivation / Enrollment with Data Issues (Request Form 02)

Service Request Type : LRN Reactivation / Enrolment with Data Issues
Submit to : Division Planning Officer, Schools Governance and Operations Division
Note : Endorsement of School Head is required (signed and scanned). Please use worksheet/excel format for the matrix.

Present Enrolment								Correct Learner Personal Information (as appeared in Birth Certificate)							Code: 1. No enrolment found 2. Update Failed 3. Enrolment Failed 4. Previously Disapproved	Reason for Reactivation
Region	Division	School	School ID	Grade	Section	Date of First Attendance (MM/DD/YYYY)	LRN (Currently Used)	First Name	Middle Name	Last Name	Ext Name	Date of Birth (MM/DD/YYYY)	Gender	Mother's Maiden Name		

Requested by	Teacher/ICT Coordinator	Name of School	School ID	Division	Region	Date	Endorsed by School Head	Signature Name	

Note for School:

1. Fill-up the form correctly and completely
2. Attach this form as Excel file.
3. Attach a scanned copy of the form with School Head signature
4. Attach the following copies:
 - a. Birth Certificate
 - b. Form 137 and/or Form 138

Note for Division Planning Officer:

1. Consolidate requests by school by issue
2. Submit to Regional Planning Officer for encoding in the online form

ICTS - User Support Division
Learner Information System (LIS) and Basic Education Information System (BEIS)
National Helpdesk

Template for Reporting TWIN Learners that Merged Identity (Request Form 04)

Service Request Type : Unmerge LRN
Submit to : Division Planning Officer, Schools Governance and Operations Division
Note : Endorsement of School Head is required (signed and scanned). Please use worksheet/excel format for the matrix.

Present Enrolment							Learner's Personal Information (as appeared in Birth Certificate)							Remarks
Region	Division	School	School ID	Grade	Section	Date of First Attendance (MM/DD/YYYY)	Correct LRN	First Name	Middle Name	Last Name	Ext Name	Date of Birth (MM/DD/YY YY)	Gender	
														Learner 1
														Learner 2

Requested by	Teacher/ICT Coordinator	Name of School	School ID	Division	Region	Date	Endorsed by School Head	Signature	
								Name	

Note for School:

1. Fill-up the form correctly and completely
2. Attach this form as Excel file.
3. Attach a scanned copy of the form with School Head signature
4. Attach the following copies:
 - a. Birth Certificate
 - b. Form 137 and/or Form 138

Note for Division Planning Officer:

1. Consolidate requests by school by issue
2. Submit to Regional Planning Officer for encoding in the online form

ICTS - User Support Division
Learner Information System (LIS) and Basic Education Information System (BEIS)
National Helpdesk

Template for Request to Merge School ID (Request Form 10)

Service Request Type : **Merging of School IDs**
 Submit to : **Division Planning Officer, Schools Governance and Operations Division**
 Note : **Endorsement letter from Division Office is required (signed and scanned). Please use worksheet/excel format for the matrix RF10.**

School ID Numbers for Merging						Issued Permit (Private School)		Curricular Offering Classification (As Approved)	School Contact Details				Remarks
Region	Division	School Name	School ID No. 1	School ID No. 2	School ID No. 3	Permit No.	SY Validity		Contact Person	School Address	Phone Number	Email Address	

Requested By	Name	Designation	Name of School	School ID	Division	Region	Date	Endorsed by School Head	Signature Name	

Note for School:

1. Fill-up the form correctly and completely
2. Attach this form as Excel file.
3. Attach a scanned copy of the form with School Head signature
4. For private school, attached a valid permit
5. For public school, attached endorsement letter from Division SGOD

Note for Division Planning Officer:

1. Consolidate requests by school by issue
2. Submit to Regional Planning Officer for encoding in the online form

ICTS - User Support Division
Learner Information System (LIS) and Basic Education Information System (BEIS)
National Helpdesk

Template for Reopening of School Enrolment (Request Form 12)

Service Request Type : Reopening of School Enrolment
Submit to : Division Planning Officer, Schools Governance and Operations Division
Note : Endorsement of School Head is required (signed and scanned). Please use worksheet/excel format for the matrix.

School Details				Learners to be Enrolled										School/Calendar Year to be Reopened			Reason for Reopening Enrolment
Region	Division	School	School ID	Grade	Section	Date of First Attendance (MM/DD/YYYY)	LRN	First Name	Middle Name	Last Name	Ext Name	Date of Birth (MM/DD/YYYY)	Gender	K-10	SHS	ALS	

Reported by	Teacher/ICT Coordinator	Name of School	School ID	Division	Region	Date	Endorsed by	Signature	
							School Head	Name	

Note for school:

1. Fill-up the form correctly and completely
2. Attach this form as Excel file.
3. Attach a scanned copy of the form with School Head signature

Note for Division Planning Officer:

1. Consolidate requests by school by issue
2. Submit to Regional Planning Officer for encoding in the online form

ICTS - User Support Division
Learner Information System (LIS) and Basic Education Information System (BEIS)
National Helpdesk

Template for Reporting Transfer Related Errors (Request Form 13)

Service Request Type : Correcting Transfer Related Issues
Submit to : Division Planning Officer, Schools Governance and Operations Division
Note : Endorsement of School Head is required (signed and scanned). Please use worksheet/excel format for the matrix.

Present Enrolment (Receiving School)						Affected Learner's Details								Previous Enrolment (Originating School)						Remarks
Region	Division	School	School ID	Grade	Section	Date of First Attendance (MM/DD/YYYY)	LRN	First Name	Middle Name	Last Name	Ext Name	Date of Birth (MM/DD/YYYY)	Gender	Region	Division	School	School ID	Grade	Section	(Transfer Error)

Reported by	Teacher/ICT Coordinator	Name of School	School ID	Division	Region	Date	Endorsed by	Signature	
							School Head	Name	

Note for school:

1. Fill-up the form correctly and completely
2. Attach this form as Excel file.
3. Attach a scanned copy of the form with School Head signature
4. Attach the following:
 - a. Form 137 and/or Form 138

Note for Division Planning Officer:

1. Consolidate requests by school by issue
2. Submit to Regional Planning Officer for encoding in the online form

ICTS - User Support Division
Learner Information System (LIS) and Basic Education Information System (BEIS)
National Helpdesk

Template for Confirmation of Transfer from Closed School (Request Form 14)

Service Request Type : Confirmation of Transfer from Closed Schools
Submit to : Division Planning Officer, Schools Governance and Operations Division
Note : Endorsement of School Head is required (signed and scanned). Please use worksheet/excel format for the matrix.

Present Enrolment (Receiving School)						Affected Learner's Details								Closed School Details (Originating School)						Remarks
Region	Division	School	School ID	Grade	Section	Date of First Attendance (MM/DD/YYYY Y)	LRN	First Name	Middle Name	Last Name	Ext Name	Date of Birth (MM/DD/YYYY Y)	Gender	Region	Division	School	School ID	Grade	Transfer Out Date (MM/DD/YYYY Y)	

Reported by	Teacher/ICT Coordinator	Name of School	School ID	Division	Region	Date	Endorsed by	Signature	
							School Head	Name	

Note for school:

1. Fill-up the form correctly and completely
2. Attach this form as Excel file.
3. Attach a scanned copy of the form with School Head signature
4. Attach the following:
 - a. Form 137 and/or Form 138

Note for Division Planning Officer:

1. Consolidate requests by school by issue
2. Submit to Regional Planning Officer for encoding in the online form

ICTS - User Support Division
Learner Information System (LIS) and Basic Education Information System (BEIS)
National Helpdesk

Template for Unenrollment of Learner (Request Form 15)

Service Request Type : Unenrolment of Learner
Submit to : Division Planning Officer, Schools Governance and Operations Division
Note : Endorsement of School Head is required (signed and scanned). Please use worksheet/excel format for the matrix.

Present and Correct Enrolment							Learner's Personal Information							Unenroled From							Reason for Unenrolment
Region	Division	School	School ID	Grade	Section	Date of First Attendance (MM/DD/YYYY)	LRN	First Name	Middle Name	Last Name	Ext Name	Date of Birth (MM/DD/YYYY)	Gender	Region	Division	School	School ID	Grade	Section	School Year	

Requested by	Teacher/ICT Coordinator	Name of School	School ID	Division	Region	Date	Endorsed by School Head	Signature
								Name

Note for school:

1. Fill-up the form correctly and completely
2. Attach this form as Excel file.
3. Attach a scanned copy of the form with School Head signature
4. Attach the following copies:
 - a. Birth Certificate
 - b. Form 137 and/or Form 138

Note for Division Planning Officer:

1. Consolidate requests by school by issue
2. Submit to Regional Planning Officer for encoding in the online form

Template for Correction in SHS Masterlist and Track / Program Offering for Schools Abroad (Request Form 16)

[illegible]

1. Fill-up the form correctly and completely
2. Attach this form as Excel file.
3. Attach a scanned copy of the form with School Head signature
4. Attach the following copies:
 - a. Approved permit

Endorsed by School Head	Signature	
	Name	

Template for Request to Update/Change the Curricular Offering Classification (COC) for Schools Abroad (Request Form 17)

[illegible]

1. Fill-up the form correctly and completely
2. Attach this form as Excel file.
3. Attach a scanned copy of the form with School Head signature
4. Attach the following copies:
 - a. Approved permit

Endorsed by School Head	Signature	
	Name	