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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 03 2026

MEMORANDUM

**UTILIZATION OF THE STANDARD OUTLINE TEMPLATE FOR THE
LEARNER INFORMATION SYSTEM CONFIRMATION OF
TRANSFER AND OTHER LIS-RELATED ISSUES**

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

1. In line with the need to streamline and systematize the facilitation of requests related to the Learner Information System (LIS), particularly on Confirmation of Transfer and other LIS-related issues, all LIS System Administrators and School Heads are directed to utilize and accomplish the attached Official Association of DepEd Planning Officers of the Philippines (ADPOP) Outline Template.
2. This is an initiative in response to recurring LIS transfer issues and requests for transfer of documents to ensure a more organized, efficient, and coordinated process among Schools Division Offices.
3. The accomplished template shall serve as a standard reference to ensure that all requests are properly documented and endorsed. This will also enable fellow Planning Officers to efficiently extend technical assistance and coordinate effectively when facilitating learner transfer concerns across Schools Division Offices.
4. All LIS System Administrators and School Heads are advised to ensure that the required information in the template is completely, accurate, and legibly filled out prior to forwarding or endorsing the request. Incomplete submissions shall not be processed. Strict compliance with this directive will help avoid unnecessary delays and ensure faster verification and confirmation of learner records.
5. Attached herewith is the Official ADPOP Outline Template (Transfer of Documents or Request for LIS Confirmation of Transfer/Other LIS-Related Issues) for reference.
6. For clarifications or inquiries, schools may coordinate with the SGOD – Planning & Research Section through telephone numbers **(02) 8423-75-60/61/62**, or via email at **planning.sdomuntinlupa@deped.gov.ph**.



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Enclosure 1

Official ADPOP Template
(Transfer of Document or Request for LIS Confirmation of Transfer/Other LIS-Related Issues)

CALLING THE ATTENTION OF:

A. Originating School

1. School ID:
2. School Name:
3. School Head/System Administrator:
4. Contact Number/Official E-mail:
5. Division:
6. Region:

7. Issue/Concern:

8. Name of Learner:
9. LRN:

B. Receiving School

10. School ID:
11. School Name:
12. School Head/System Administrator:
13. Contact Number/Official E-mail:
14. Name of Requestor:
15. Serial Number (ADPOP ID No.): 0061726
16. Office E-mail:

C. Initiatives Already Undertaken by the Receiving School

- 17.
- 18.
- 19.



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7. Immediate dissemination of, and strict compliance with this Memorandum is directed.


VIOLETA M. GONZALES, CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: as stated

References: DO No. 54, s. 2016, DO No. 11, s. 2018, and DO No. 17, s. 2025

To be indicated in the Perpetual Index
under the following subjects:

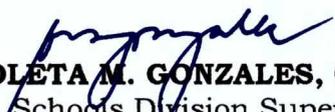
LEARNER INFORMATION SYSTEM
SCHOOL

JDN/DM/Utilization of the Standard Outline Template for LIS Confirmation of Transfer and Other Lis-Related
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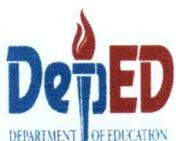

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