



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

14377

September 19, 2024

**DIVISION MEMORANDUM**

No. 0179, s. 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 0165, S. 2024 (REQUEST FOR COMPLIANCE OF THE DATA REQUEST OF DSWD)**

To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operations Division  
Public and Private Elementary and Secondary School Heads  
Public and Private Elementary and Secondary LIS Coordinators

1. This has reference to Division Memorandum No. 0165, s. 2024 or the Request for Compliance of the Data Request of DSWD. Pursuant to the said memorandum, this office reiterates the deadline for the compliance of data request on **September 25, 2024**.

2. The list of involved 4Ps learners can be accessed through <https://bit.ly/3XsEdoL> involving public and private schools. It is observed that most of the data needs are not yet populated. Hence, the fast-tracking of data input from concerned schools.

3. The following instructions must be adhered to by the concerned public schools in addition to the specified instructions indicated in the abovementioned Division Memorandum:

***I. For Barangays having two (2) or more public elementary schools with learners aged 5 to 12 not linked to any school (school is blank) and linked to a school outside the Division of Panabo City:***

| BARANGAY      | ROW NUMBERS CONCERNED | CONCERNED SCHOOL TO ENCODE THE DATA |
|---------------|-----------------------|-------------------------------------|
| San Francisco | 5,030 to 5,098        | Panabo Central ES SPED Center       |
|               | 5,099 to 5,166        | Rizal ES                            |
|               | 5,167 to 5,232        | San Francisco ES                    |
| San Vicente   | 5,585 to 5,919        | San Vicente ES                      |
|               | 5,920 to 6,062        | Antonio O. Floirendo ES II          |
| Sindaton      | 6,269 to 6,319        | Sindaton ES                         |



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| BARANGAY | ROW NUMBERS CONCERNED | CONCERNED SCHOOL TO ENCODE THE DATA |
|----------|-----------------------|-------------------------------------|
| Sindaton | 6,320 to 6,369        | Concordia A. Sison ES               |
| Tibungol | 6,701 to 6,723        | Tibungol ES                         |
|          | 6,724 to 6,745        | P. Changco ES                       |

5. All other provisions of said Division Memorandum remain enforced.
6. For any further question and technical assistance, we will be glad to assist through the Planning and Research Section. Attention: Ker Denzel Infiesto at mobile number 09078585372.
7. For strict compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl: As stated  
SGOD/aba/kdgi

**RELEASED**

**SEP 19 2024**

RECORDS SECTION, SDO PANABO CITY  
BY 



**Republic of the Philippines**  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF PANABO CITY**

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September 3, 2024

**DIVISION MEMORANDUM**  
 No. 0165, s. 2024

**REQUEST FOR COMPLIANCE OF THE DATA REQUEST OF DSWD**

To: Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division  
 Chief, Schools Governance and Operations Division  
 Public and Private Elementary and Secondary School Heads  
 Public and Private Elementary and Secondary LIS Coordinators

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1. Attached is request letter of the Department of Social Welfare and Development (DSWD) on the compliance of providing the specific Learner Reference Number (LRN) of 6,982 4Ps children for updating in the Pantawid Pamilya database.

2. The list of involved 4Ps learners can be accessed through <https://bit.ly/3XsEdoL> involving public and private schools.

3. Specific instructions on inputting the LRN are as follows:

***I. For Barangays with one (1) public elementary and one (1) public secondary school:***

a. Access the Google Sheet link.

b. Filter the 'Barangay' column.

c. Look for the 'School\_Name' column and the corresponding school concerned.

d. If the learner has no corresponding school linked to or the school linked to is not from Panabo City Division nor from the said barangay, look for the age of the learner and follow these steps:

    d.1. For learners aged 5 to 12, the corresponding public elementary school of that barangay shall input the LRN.

    d.2. For learners aged 13 and above, the corresponding public secondary school of that barangay shall input the LRN.

***II. For Barangays with two (2) or more public elementary schools and two (2) or more public secondary schools:***

a. Access the Google Sheet link.



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- b. Filter the 'Barangay' column.
- c. Filter the 'School\_Name' column, look for the corresponding elementary or secondary school and input the LRN of the learners involved.
- d. For learners with no corresponding school linked to or the school linked to is not from Panabo City Division nor from the said barangay, look for the age of the learner and follow these steps:
  - d.1. For learners aged 5 to 12, the corresponding public elementary school of that barangay shall input the LRN.
  - d.2. For learners aged 13 and above, the corresponding public secondary school of that barangay shall input the LRN.
4. In getting the LRN, current school facility, and current grade level, concerned school shall follow these steps:
  - a. Log-in in the LIS.
  - b. Go to 'Enrol Learner' facility in the List of Classes.
  - c. Search the name of the learner and copy the LRN indicated.
  - d. Go to the 'Preview' facility and copy the school where the learner is enrolled in SY 2024-2025 and the current grade level.
  - e. If the learner is not currently enrolled yet in the LIS, kindly input NDA.
5. Deadline of accomplishing the Google Sheet link will be on **September 25, 2024**.
6. For any further question and technical assistance, we will be glad to assist through the Planning and Research Section. Attention: Ker Denzel Infiesto at mobile number 09078585372.
7. For strict compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**RELEASED**

**SEP 03 2024**

Encl: As stated  
SGOD/aba/kdg