



26-36021

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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**SGOD-2025-0175**

To : Assistant Schools Division Superintendent  
Chief of the Curriculum Implementation Division  
Chief of the Schools Governance and Operations Division  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Alternative Learning System  
Planning Unit  
All Concerned

Subject: **ACCOMPLISHMENT OF THE ENTRY OF LRNs IN THE DSWD DATABASE**

Date: April 11, 2025

Pursuant to the agreement of this Office and the Department of Social Welfare and Development (DSWD) – Davao del Norte re: **provision of data on Learner Reference Numbers (LRNs) for 4Ps learner-beneficiaries** with no available LRN in the DSWD Database, all public elementary and secondary schools and Alternative Learning System (ALS) Community Learning Centers (CLCs) are directed to comply the said request.

To access the database of DSWD, go to the link: <https://tinyurl.com/RequestForLRN> and open the Google Sheet assigned to your respective school and CLC. Input the LRNs of the enlisted learners who are currently studying in your institution. Also, input the LRNs of the learners who have graduated or have previously enrolled in your school/CLC **on or before April 28, 2025**.

Public Schools District Supervisors and ALS Coordinators shall strictly monitor the progress of data input. Technical assistance on accessing the Learner Information System (LIS) shall be provided by the Planning Unit.

For questions, we will be glad to assist you through the Planning Unit. Attn: Ker Denzel G. Infiesto at [ker.infiesto@deped.gov.ph](mailto:ker.infiesto@deped.gov.ph).

For your guidance and strict compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

RELEASED

APR 11 2025

Enclosed as Stated  
Sgod/aba/kdgi



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