



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**SGOD-2026-0010**

**To :** Assistant Schools Division Superintendent  
 Chiefs of the Schools Governance and Operations Division and  
 Curriculum Implementation Division  
 Public Elementary and Secondary School Heads  
 Private Elementary and Secondary School Heads  
 Alternative Learning System  
 All Concerned

**Subject :** **DEADLINE OF RESOLVING DATA CORRECTIONS, TRANSFER REQUESTS, AND LEARNERS' DATA ERRORS IN THE LIS**

**Date :** January 8, 2026

Please be informed of the deadline for the resolution of pending issues and concerns in the Learner Information System (LIS) on **February 13, 2026**, including the following but not limited to:

ISSUE / CONCERN	DOCUMENTS REQUIRED	APPROVING AUTHORITY
Correction of Learner Profile	-Birth Certificate / Baptismal Certificate / Local Civil Registrar Birth Certificate / Barangay Certification	School Head
Correction of Grade Level	-Birth Certificate, Kinder Completion Certificate, SF9 or SF10, Certification from School Head	Division Planning Officer (DPO)
LRN Approval	-Birth Certificate, latest Form 137 or Form 138 or ALS A&E Completion document	DPO
Enrolment of Ineligible	-SF9 or SF10 or ALS AF5 or A&E Completion document	DPO
Enrolment with Gap	-SF9 or SF10 or ALS AF5 or A&E Completion document	DPO
Temporary Enrolment	-Affidavit of Undertaking from Parent/Guardian, Screenshot of LIS Status Upon Enrolment	DPO
Pending Transfer-in	-For pending issue more than 30 days, email a follow-up format to DPO	Originating / Previous School



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ISSUE / CONCERN	DOCUMENTS REQUIRED	APPROVING AUTHORITY
Pending Transfer-out	-Simultaneous processing of learner's Birth Certificate and SF10 to be transmitted to the receiving school	Originating / Previous School
LRN Merging	-Accomplished RF1 with complete attachments	Central Office (CO-ICTS)
Enrolment with Data Issues	-Accomplished RF3 with complete attachments	CO-ICTS
User Account Management and School Concerns	-Accomplished RF5 with complete attachments	CO-ICTS
Transfer-related Issues	-Accomplished RF8 with complete attachments	CO-ICTS
Unenrolment of Learner	-Accomplished RF9 with complete attachments with justification signed by SDS	CO-ICTS
Updating of School Calendar	-Accomplished RF10 with complete attachments	CO-ICTS
Other Issues not mentioned	-Accomplished Incident Report with complete attachments	CO-ICTS

The sample follow-up format for pending transfer-in issues with more than 30 days' notification to schools outside the Division is indicated below:

**CALLING THE ATTENTION OF:**

*Originating School Name: FATIMA CENTRAL ELEMENTARY SCHOOL*

*School ID: 131319*

*Division: General Santos City*

*Region: XII*

*Name of Learner: DELA CRUZ, JUAN*

*LRN: 131319000000*

*Issue/ Concern: Confirmation of Pending Transfer & Request of SF10*

*REQUESTING School: RODRIGO D. MABITAD SR. ES*

*School ID: 129796*

*Division: PANABO CITY*

*Region: XI*

*Contact no.: 09471234567*

*Email: rdmabitad.es@deped.gov.ph*

All pertinent documents for approval of the Division Planning Officer and Central Office-ICTS shall be emailed to [ker.infiesto@deped.gov.ph](mailto:ker.infiesto@deped.gov.ph) on or before the abovementioned deadline to give time for the processing of the request.



**Address:** City Hall Compound, Km 31, JP Laurel,  
Panabo City, Davao del Norte  
**Telephone No:** (084) 823-1469, (084) 628-4066  
**Email:** [panabocity.division@deped.gov.ph](mailto:panabocity.division@deped.gov.ph)  
**Website:** [www.depedpanabocity.com](http://www.depedpanabocity.com)



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For questions and technical assistance, we will be glad to assist you through Planning and Research Section. Attention: Ker Denzel Infiesto, Planning Officer III at email address: [ker.infiesto@deped.gov.ph](mailto:ker.infiesto@deped.gov.ph).

For your guidance and compliance.

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

Encl: As stated  
SGOD/aba/kdgi

**RELEASED**

**JAN 09 2026**

RECORDS SECTION-SDO PANABO CITY  
BY