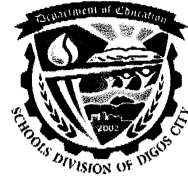




Office of the City Schools  
Division Superintendent

Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City



Tel. (082) 553-8375 |  
553-8376 | 553-8396  
Fax. (082) 553-8376

August 18, 2017

**DIVISION MEMORANDUM**

No. 542, series of 2017

**SUBMISSION OF LEARNER-LEVEL DATA FOR THE PROPER REGISTRATION OF  
DISPLACED LEARNERS**

**TO: Public Schools District Supervisors  
Public and Private Elementary, Secondary and Senior High School Heads**

In light of the evolving concerns on the status of learners due to the Marawi City Siege, receiving schools must accomplish the attached template regarding the displaced learners that have registered in your respective schools.

The submission is intended to ensure the proper matching and registration of displaced learners in the Learner Information System (LIS) and the inclusion of unmatched displaced learners for scheduling in the special Philippine Examination for Placement Test (PEPT) to ensure their learning continuity.

The template shall be submitted to the Division Office: Attention: **Reyzen O. Monserate**, PDO II/ Division DRRM Coordinator on or before August 24, 2017.

Immediate dissemination and strict compliance to this Memorandum is advised.

**WINNIE E. BATOON, Ed.D.**  
Officer-In-Charge  
Office of the Schools Division Superintendent

Accepted Schools Division Office of Digos

**RELEASED**  
8222

date: 18 AUG 2017 time: 5:14 PM

By:

**Annex A: Revised Learner Tracking Template for Division Offices as of 14 August 2017**

Region: \_\_\_\_\_  
 Division: \_\_\_\_\_

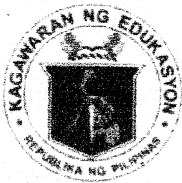
No.	School ID of Current School	First Name	Middle Name	Last Name	Learner Reference Number (LRN)	Birth Date (MM/DD/YY)	Sex (M/F)	Complete Name of Guardian	Relationship to Guardian	Grade Level for SY 2017-2018 (Specify grade, ALS or OS)	School ID of Previous School	Complete School Name of Previous School (No Abbreviations)	Complete School Address of Previous School (Baro, Municipality, and Province)	Classification of Previous School (Public, Private, BSAAC, or SUC)	Previous Home Address (Street, Baro, Municipality, and Province)
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Prepared by: \_\_\_\_\_

\_\_\_\_\_  
 (Signature Over Printed Name)  
 (Position/Designation)

Approved by: \_\_\_\_\_

\_\_\_\_\_  
 (Signature Over Printed Name)  
 (Position/Designation)



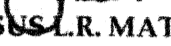
Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
Office of the Undersecretary

OM-PFO-2017-\_\_\_\_\_

**MEMORANDUM**

**TO:** Regional Secretary, ARMM  
All Regional Directors  
All Schools Division Superintendents Concerned  
All Public and Private Elementary and Secondary Schools

**FROM:**   
JESUS L.R. MATEO  
Undersecretary

**SUBJECT:** SUBMISSION OF LEARNER-LEVEL DATA FOR THE  
PROPER REGISTRATION OF DISPLACED LEARNERS

**DATE:** 15 AUGUST 2017

In light of the evolving concerns on the status of learners due to the Marawi City Siege, the following are advised:

1. **Receiving schools must accomplish the attached template** regarding the displaced learners that have registered in their schools and send to their respective Division Offices (DOs);
2. DOs must consolidate reports and send to their respective **Regional Offices** which, in turn, will **consolidate reports and send to the Disaster Risk Reduction and Management Service (DRRMS) on or before 31 August 2017, 5:00 PM** through email address [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph);
3. All submissions to the DRRMS should be in the form of two (2) file formats:
  - a. **One (1) PDF** version vetted and **signed by the respective Regional Director**; and,
  - b. **One (1) Microsoft Excel** version for easier consolidation.

The submission is intended to ensure the proper matching and registration of displaced learners in the Learner Information System (LIS) and the inclusion of unmatched displaced learners for scheduling in the special Philippine Examination for Placement Test (PEPT) to ensure their learning continuity.

For clarifications, all concerned may contact the DRRMS at telefax number (02) 637-4933 or through email address [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).

Immediate dissemination of and strict compliance to this policy is advised.

Office/LastName

**Annex A: Revised Learner Tracking Template for Regional Offices as of 14 August 2017**

Region:

No.	Division	School ID of Current School	First Name	Middle Name	Last Name	Learner Reference Number (LRN)	Age (MM/DD/YY)	Sex (M/F)	Complete Name of Guardian	Relationship to Guardian	Grade Level for SY 2017-2018 (Specify Grade, ALS or OSV)	School ID of Previous School	Complete School Name of Previous School (No Abbreviations)	Complete School Address of Previous School (City, Municipality, and Province)	Classification of Previous School (Public, Private, RAAC, or SUC)	Previous Home Address (Street, City, Municipality, and Province)
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Prepared by:

\_\_\_\_\_  
 (Signature Over Printed Name)  
 (Position/Designation)

Approved by:

\_\_\_\_\_  
 (Signature Over Printed Name)  
 (Position/Designation)