



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



54590

**DIVISION MEMORANDUM**  
 No. 121, s. 2020

February 19, 2020

**SUBMISSION OF DOCUMENTS OF STUDENTS WITH PENDING STATUS IN THE LEARNER INFORMATION SYSTEM**

To: **Public Schools District Supervisors**  
**EPS Focal for Private Schools**  
**Public and Private School Heads**  
**School LIS Coordinators**

1. In line with the upcoming end of the school year updating of the learner status in the Learner Information System (LIS), we have observed that there are students enrolled for the First Semester both in the Elementary and Secondary levels who have not submitted the required documents for the approval of their Pending LIS status.
2. In view of this, the field is hereby directed to facilitate the submission of documents of all students with pending status in the Learner Information System (LIS) for approval by the Division Planning Officer. Below are the Data Corrections and requirements to be submitted for approval.

Data Corrections	Documents for Submission
Enrollment of Ineligible and Enrollment with Gap	1. Letter request from the School Head 2. SF 10/Form 137
LRN Approval	1. Letter request from the School Head 2. SF 10/Form 137 3. Birth Certificate
Correction of Basic Profile (Division Level)	1. Letter request from the School Head 2. SF 10/Form 137 3. Birth Certificate
Correction of Basic Profile (Central Level)	Email to Division Planning Officer <a href="mailto:airon.alejandro@deped.gov.ph">airon.alejandro@deped.gov.ph</a>  1. Letter request from the School Head 2. SF 10/Form 137 3. Birth Certificate 4. Scanned copy of Request Form with signature of the SH 5. Excel Copy of Request Form

3. All documents must be reviewed for accuracy before it will be forwarded to this Office. Deadline for the submission of the said documents is on March 2, 2020.
4. For guidance and compliance.

**DepEd Schools Division of Digos City**  
**RECORDS SECTION**  
**RELEASED** 54590  
 DATE: 19 FEB 2020 TIME: 4:58

**CRISTY C. EPE**  
 Schools Division Superintendent

Encls: BY: [Signature]  
 List Enclosures  
 References:  
 To be indicated in the Perpetual Index under the following subjects:  
 SGOD, Planning, Policy