



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City

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Tel. Nos. (045) 322-5722; 888-0582 / Fax Nos. (045) 322; 4702; 887-6099



**RELEASED**

AUG 22 2017

DepEd Angeles City  
Division of City Schools

August 22, 2017

**DIVISION MEMORANDUM**

No. *296* s. 2017

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

To: Heads of Public Elementary, Junior and Senior High Schools

1. With reference to the unnumbered memorandum from the Office of the DepEd Undersecretary, all receiving schools of displaced learners from Marawi City are requested to submit Learner-Level data to ensure their proper matching and registration in the LIS.
2. Attached is the copy of the Revised Learner Tracking template.
3. Accomplished form shall be submitted at the Division Office, SGOD Unit on or before **August 24, 2017**.
4. Immediate dissemination of this Memorandum to all concerned is desired.

  
**LEILANI S. CUNANAN, CESO VI**

Officer-In-Charge  
Office of the Schools Division Superintendent

SGOD/DRRM/MCS/082217



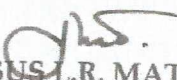
Republic of the Philippines  
**Department of Education**

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

MEMORANDUM

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

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

No	Division	School ID of Current School	First Name	Middle Name	Last Name	Learner Reference Number (LRN)	Age	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 QSY)	School ID of Previous School	Complete School Name of Previous School (No Abbreviations)	Complete School Address of Previous School (Brgy., Municipality, and Province)	Classification of Previous School (Public, Private, BRAC, or SUC)	Previous Home Address (Street, Brgy., Municipality, and Province)
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Prepared by:

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(Signature Over Printed Name)  
(Position/Designation)

Approved by:

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(Signature Over Printed Name)  
(Position/Designation)