



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
Upper Session Rd., Baguio




**DIVISION MEMORANDUM**

No. 146, s. 2018

**Pending School Requests for Data Corrections to Division Level  
for School Year (SY) 2017-2018 in the Learner Information System (LIS)**

**TO: All Public School District Supervisors**  
**Public Elementary and Secondary School Heads**  
**Private Elementary and Secondary School Heads**  
**LIS coordinator**  
**Other concerned**

1. In relation to Department of Education (DepEd) Memorandum DM-PFO-2018-0434 entitled *End of School Year 2017-2018 Updating of Learner Profiles on the Learner Information System (LIS) and Additional Data Requirements in the Enhanced Basic Education Information System (EBEIS) for SHS*, this Office reiterates the timely encoding/updating of the end of school year in the Learner Information System (LIS) on or before **April 30, 2018**.
2. Based on monitoring, there are pending requests for data corrections (LRN approval, enrolment of ineligible, enrolment with gap, among others) in the Division level but no submitted requirements (Philippine Statistic Authority/National Statistic Office, and School Form (SF) 10 or permanent record [formerly Form 137]/ SF 9 [formerly Form 138] of the learner).
3. These requirements are necessary to ensure integrity of data being entered in the LIS. Non-submission of requirements means NO Division action shall be given to pending data request/s.
4. Please refer to Enclosure No. 1 of this Memorandum for the list of schools having pending request for Learner Reference Number (LRN), and Data Changes as of April 17, 2018.
5. Immediate dissemination and compliance to this memorandum to all concerned is desired.

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent

**LIST OF SCHOOLS HAVING PENDING REQUEST AS OF APRIL 17, 2018**

**Pending Request for Correction of Grade Level**

School	Oldest request date	Count
ELEMENTARY 406255 - Our Lady of Mt. Carmel Montessori	03/13/2018 09:30	1
ELEMENTARY 406230 - Easter College, Incorporated	03/21/2018 13:49	1
ELEMENTARY 406213 - Westville School, Inc.	04/12/2018 18:44	2

**Pending Request for Enrolment of Ineligible**

School	Oldest request date	Count
ELEMENTARY 406221 - Baguio Seventh Day Adventist School, Inc	10/26/2017 13:56	6
SECONDARY 406212 - Baguio Central University Inc	10/26/2017 14:08	1
SECONDARY 400906 - STI College - Baguio	10/26/2017 18:00	1
ELEMENTARY 406280 - UCCP Baguio Educational Center, Inc.	10/27/2017 10:36	1
ELEMENTARY 481504 - Berkeley School, Inc.	10/27/2017 10:59	1
SECONDARY 400867 - Baguio College of Technology	10/28/2017 11:00	1
ELEMENTARY 406242 - Sofia Waldorf - Inspired School in Baguio	10/28/2017 20:43	1
SECONDARY 406228 - Disciples for Christ International School	10/30/2017 09:03	1
SECONDARY 406222 - Baguio Siloam Christian Academy, Inc.	10/30/2017 11:43	1
SECONDARY 400889 - Informatics Baguio City Center, Inc.	10/30/2017 14:11	1
ELEMENTARY 406222 - Baguio Siloam Christian Academy, Inc.	10/30/2017 14:23	1
ELEMENTARY 406230 - Easter College, Incorporated	10/30/2017 14:51	2
SECONDARY 481572 - 4th Watch Maranatha Christian Academy	10/30/2017 16:25	1

School	Oldest request date	Count
ELEMENTARY 481561 - Glad Tidings Integrated School, Inc.	11/05/2017 11:24	1
SECONDARY 406221 - Baguio Seventh Day Adventist School, Inc	11/05/2017 13:32	1
ELEMENTARY 406234 - Good News Academy, Inc.	11/06/2017 21:48	1
SECONDARY 481504 - Berkeley School, Inc.	11/08/2017 10:27	3
SECONDARY 406225 - Calvary Ministries Academy of Baguio	11/09/2017 09:05	1
ELEMENTARY 406247 - Metropolitan Baguio Christian Academy	11/09/2017 10:06	2
SECONDARY 400883 - Data Center College of the Philippines of Baguio City, Inc.	11/12/2017 16:50	7
SECONDARY 406278 - University of Baguio High School	11/15/2017 16:02	16
SECONDARY 406230 - Easter College, Incorporated	12/18/2017 12:14	2
SECONDARY 481574 - Kiddie Kingdom International School	01/05/2018 13:12	1
ELEMENTARY 406272 - St. Martin School, Inc.	01/08/2018 13:03	1
ELEMENTARY 481534 - Baguio Higher Ground Christian School Inc.	01/15/2018 10:01	1
ELEMENTARY 406224 - Bridges Tutorial & Learning Center	01/17/2018 14:25	1
SECONDARY 481527 - Baguio International Academy	01/17/2018 17:02	1
ELEMENTARY 406229 - Don Bosco School of Baguio City, Inc.	01/18/2018 15:12	3
ELEMENTARY 481540 - Ridgeview Academy of Baguio	01/18/2018 15:17	1
SECONDARY 481523 - Christian Legacy Academy	01/19/2018 14:11	2
ELEMENTARY 406216 - Baguio City Science Foundation	01/29/2018 09:30	6
SECONDARY 481518 - Sontown Intl. Christian Academy	02/06/2018 10:02	1
SECONDARY 305276 - Rizal National High School	02/22/2018 16:43	2
SECONDARY 406217 - University of the Cordilleras Laboratory School	02/23/2018 10:49	18
ELEMENTARY 406255 - Our Lady of Mt. Carmel Montessori	02/28/2018 09:10	5

School	Oldest request date	Count
ELEMENTARY 136382 - Baguio Central school	02/28/2018 21:03	2
SECONDARY 406229 - Don Bosco School of Baguio City, Inc.	03/02/2018 13:13	1
SECONDARY 305277 - Roxas National High School	03/13/2018 10:37	2
SECONDARY 406216 - Baguio City Science Foundation	03/15/2018 08:26	4
SECONDARY 305278 - San Vicente National High School (Integrated Senior High School)	03/28/2018 10:46	1
ELEMENTARY 136394 - Lucban Elementary school	03/30/2018 15:13	3
SECONDARY 305272 - Bauio City High School- Fort del Pilar Annex	04/03/2018 19:19	1
ELEMENTARY 136388 - Elpidio R. Quirino Elementary School	04/05/2018 11:01	1
SECONDARY 305269 - Baguio City High School - Main	04/12/2018 08:58	4
ELEMENTARY 481517 - Remnant International College, Inc.	04/13/2018 14:02	1

#### Pending Request for LRN Approval

School	Oldest request date	Count
ELEMENTARY 481515 - Irian Children's Learning Center Inc.	07/21/2017 11:04	1
ELEMENTARY 406214 - Baguio City Academy Colleges, Inc.	08/22/2017 17:06	1
ELEMENTARY 136382 - Baguio Central school	08/23/2017 11:31	1
ELEMENTARY 406246 - Mary Immaculate School Baguio City, Inc	09/04/2017 09:19	4
ELEMENTARY 406280 - UCCP Baguio Educational Center, Inc.	09/04/2017 16:28	2
ELEMENTARY 406281 - University of Baguio Laboratory Elementary School	09/05/2017 15:56	6
SECONDARY 481518 - Sontown Intl. Christian Academy	09/11/2017 11:06	1
SECONDARY 400883 - Data Center College of the Philippines of Baguio City, Inc.	09/12/2017 13:08	1

School	Oldest request date	Count
ELEMENTARY 406274 - Step Learning Academy	09/21/2017 08:03	1
ELEMENTARY 481561 - Glad Tidings Integrated School, Inc.	09/21/2017 15:17	12
SECONDARY 481505 - Grace Baptist Church & Schools of Baguio City, Inc.	09/28/2017 15:44	1
SECONDARY 406214 - Baguio City Academy Colleges, Inc.	09/29/2017 15:00	1
SECONDARY 305274 - Lindawan National High School	09/29/2017 17:44	1
SECONDARY 406223 - Brent International School - Baguio City	10/06/2017 14:58	11
SECONDARY 305281 - Pines City National High School	10/09/2017 15:43	3
ELEMENTARY 481505 - Grace Baptist Church & Schools of Baguio City, Inc.	10/11/2017 10:45	2
SECONDARY 406217 - University of the Cordilleras Laboratory School	10/11/2017 13:38	4
SECONDARY 400861 - AMA Computer College-Baguio City	10/13/2017 13:29	3
SECONDARY 481566 - Saint Louis University Laboratory High School	10/19/2017 09:34	3
SECONDARY 406258 - Pines Montessori School	10/20/2017 13:35	1
ELEMENTARY 406223 - Brent International School - Baguio City	10/23/2017 13:59	21
ELEMENTARY 406240 - John Hay Elementary School, Inc.	11/06/2017 17:24	1
ELEMENTARY 406230 - Easter College, Incorporated	11/07/2017 11:39	1
SECONDARY 407460 - University of Baguio Science High School	11/07/2017 14:59	3
SECONDARY 481523 - Christian Legacy Academy	01/03/2018 09:52	2
ELEMENTARY 481523 - Christian Legacy Academy	01/03/2018 10:48	3
ELEMENTARY 481516 - Kiddie Kingdom International School	01/05/2018 13:03	11
SECONDARY 481574 - Kiddie Kingdom International School	01/05/2018 13:09	2
SECONDARY 481517 - Remnant International College, Inc.	01/10/2018 13:17	3
ELEMENTARY 406257 - Phases Learning Center	01/16/2018 15:00	3

School	Oldest request date	Count
ELEMENTARY 481521 - Shalom International School	01/17/2018 11:32	3
SECONDARY 481521 - Shalom International School	01/17/2018 11:40	1
ELEMENTARY 136405 - Bakakeng Elementary School	01/24/2018 10:38	1
SECONDARY 406278 - University of Baguio High School	01/26/2018 14:47	10
ELEMENTARY 481518 - Sontown Intl. Christian Academy	02/06/2018 10:24	1
SECONDARY 406282 - Victory Baptist Academy	02/08/2018 12:57	1
ELEMENTARY 406216 - Baguio City Science Foundation	02/19/2018 11:09	2
ELEMENTARY 481504 - Berkeley School, Inc.	02/21/2018 08:29	2
SECONDARY 481504 - Berkeley School, Inc.	02/23/2018 11:37	6
ELEMENTARY 408987 - THE SCHOOL OF ST. ISIDORUS INCORPORATED	02/26/2018 10:03	4
ELEMENTARY 406273 - St. Vincent de Ferrer Learning Center	02/26/2018 13:08	1
SECONDARY 481514 - Educare Learning School	03/02/2018 08:01	1
SECONDARY 406228 - Disciples for Christ International School	03/02/2018 13:37	3
SECONDARY 481526 - Daily International School, Inc.	03/05/2018 08:22	3
ELEMENTARY 481526 - Daily International School, Inc.	03/05/2018 08:26	16
SECONDARY 406257 - Phases Learning Center	03/09/2018 14:54	2
SECONDARY 303115 - PHILIPPINE SCIENCE HIGH SCHOOL - CORDILLERA ADMINISTRATIVE REGION	03/09/2018 15:32	181
ELEMENTARY 406234 - Good News Academy, Inc.	03/14/2018 09:22	1
SECONDARY 481572 - 4th Watch Maranatha Christian Academy	03/14/2018 23:30	1
ELEMENTARY 481519 - School of Thoughts Integrated Learning Experience	03/19/2018 15:31	1
ELEMENTARY 481527 - Baguio International Academy	03/20/2018 12:00	1
ELEMENTARY 406282 - Victory Baptist Academy	03/21/2018 12:20	1

School	Oldest request date	Count
ELEMENTARY 481514 - Educare Learning School	03/21/2018 16:14	2
SECONDARY 305272 - Bauio City High School- Fort del Pilar Annex	03/30/2018 05:33	1
SECONDARY 305279 - Sto. Tomas National High School	04/02/2018 17:27	1
ELEMENTARY 136394 - Lucban Elementary school	04/03/2018 03:42	6
ELEMENTARY 406258 - Pines Montessori School	04/06/2018 13:14	1
ELEMENTARY 481563 - Baguio Multicultural Institute	04/10/2018 14:11	3
SECONDARY 406212 - Baguio Central University Inc	04/12/2018 08:02	3
ELEMENTARY 406213 - Westville School, Inc.	04/12/2018 19:03	2
ELEMENTARY 406245 - 4th Watch Maranatha Christian Academy of Baguio City, Inc.	04/13/2018 12:09	3
ELEMENTARY 481538 - Westmont School Montessori	04/13/2018 18:45	2
SECONDARY 406230 - Easter College, Incorporated	04/17/2018 09:53	2
ELEMENTARY 136388 - Elpidio R. Quirino Elementary School	04/17/2018 11:43	1