



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DIVISION MEMORANDUM

No. 402, s. 2018

Paperless Change Request and LRN Request for Public and Private Schools

To : **All Public and Private School Heads**
Public and Private LIS Coordinator

1. As of 04 September 2018, there are a total of 948 pending Change Request and 143 Learning Reference Number (LRN) Request from public and private schools in the Division Account but with no submitted requirements (Philippine Statistics Authority / National Statistics Office Authenticated Birth Certificate, and School Form 10 or permanent record [formerly Form 137] / School Form 9 [formerly Form 138] of the learner).
2. To ensure efficiency and credibility in approving such Change Request and LRN Request in the Learner Information System (LIS) Division Account, the field is thereby required to submit their request/s online through e-mail using their school Gmail Accounts. See Enclosure No. 1 of this memorandum for the instruction.
3. Immediate and wide dissemination of this Memorandum is desired.

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


SORAYA T. PACULO, Ph.D.
Officer in Charge

Office of the Assistant Schools Division Superintendent



Enclosure No. 1 to Division Memorandum No. _____, s. 2018

Paperless Change Request and LRN Request for SDO Baguio City

1. Change Request

LIS CHANGE REQUEST_(Name of School)

To: <planresearchbaguio@gmail.com> Cc Bcc

LIS CHANGE REQUEST_(Name of School) Email Subject

No.	Name of Learner	Type of Change Request
1	Juan E. de la Cruz	Enrollment with Gap
2	Bela K. Carpio	Correction of Grade Level
3	Cynthia M. See	Enrollment of Ineligible

Note:
Attachment (Scanned copy) File Name: Name of Learner (Last Name, First Name Middle Initial)

Sans Serif Send to planresearchbaguio@gmail.com

Attachment file name format

Send

2. LRN Request

To: <planresearchbaguio@gmail.com> Cc Bcc

LIS LRN APPROVAL_(Name of School) Email Subject

No.	Name of Learner
1	Hannah K. Soneta
2	Casper L. Manique
3	Perfecto G. Jacinto

Note:
Attachment (Scanned copy) File Name: Name of Learner (Last Name, First Name Middle Initial)

Sans Serif Send to planresearchbaguio@gmail.com

Attachment file name format

Send