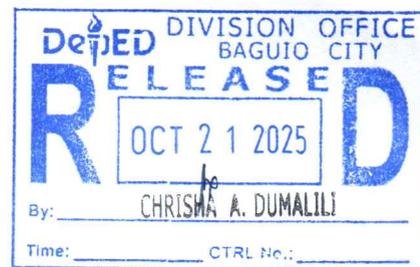




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



October 21, 2025

DIVISION MEMORANDUM

No. **679-2025**

**URGENT ACTION REQUIRED FOR PENDING LIS CHANGE REQUESTS
AND LRN APPROVAL**

To: Chief Education Supervisors
All Public Schools District Supervisors
Public and Private School Heads
Public and Private School LIS Coordinators
Others Concerned

1. As of this date, 865 learners have pending status that required immediate approval in the Learner Information System (LIS). To finalize the enrollment status of learners within the system, all schools with pending change requests are required to immediately submit all necessary documentary requirements. Submit these through the School Governance and Operations Division – Planning and Research Section.
2. To ensure efficiency and accuracy, please email all necessary scanned documentary requirements (e.g., birth certificate, SF9/SF10 and others as needed) to planresearchbaguio@gmail.com. For further inquiries, you may contact the SGOD-PRS at 446-6738.
3. All documents must be submitted on or before November 21, 2025. Any change requests without the required supporting documents will be disapproved.
4. Immediate dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS

OIC-Assistant Schools Division Superintendent



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@deped.gov.ph



DepEd Tayo Baguio City



<https://depedpines.com>