



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**DIVISION OF MISAMIS ORIENTAL**



Don Apolinar Velez-Del Pilar Sts., Cagayan de Oro City 9000 (088)8564524 09178992245 www.depedmisor.net

August 18, 2017

**DIVISION MEMORANDUM**

No. 414, s. 2017

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

**To :** Public School District Supervisors  
Private and Public Elementary School Heads  
Private and Secondary School Heads

1. In light of the evolving concerns on the status of learners due to the Marawi City Siege, **RECEIVING SCHOOLS MUST ACCOMPLISH THE ATTACHED TEMPLATE** regarding the displaced learners who have registered in their school. Data should be sent via email to [cirilo.rubiato@deped.gov.ph](mailto:cirilo.rubiato@deped.gov.ph) **on or before August 23, 2017**.
2. It is very important to **COMPLETE** the data using the required template.
3. All submissions should be in the form of two (2) file formats:
  - a. **One (1) PDF version** vetted and signed by the respective School Head; and
  - b. **One (1) Microsoft Excel** version for easier consolidation.
4. The submission is intended to ensure the proper matching and registration of displaced learners for scheduling in the special Philippine Examination for Placement Test (PEPT) to ensure their learning continuity.
5. Microsoft Excel version of the template is available for download at [www.depedmisor.net](http://www.depedmisor.net) under Downloadables-->Templates.
6. Wide and immediate dissemination of this Memorandum is hereby desired.

  
**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**

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

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

**MEMORANDUM**

**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/Last Name*

**Annex A: Revised Learner Tracking Template for Schools as of 14 August 2017**

Region: \_\_\_\_\_  
 Division: \_\_\_\_\_  
 School ID: \_\_\_\_\_

No.	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 OSV)	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:

Approved by:

\_\_\_\_\_  
 (Signature Over Printed Name)  
 (Position/Designation)

\_\_\_\_\_  
 (Signature Over Printed Name)  
 (Position/Designation)