



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**Division of Malaybalay City**  
Purok 6, Casisang, Malaybalay City  
Telefax: (088) 314-0094 email: Malaybalay.city@gmail.com



**DIVISION MEMORANDUM**

No. 412, s. 2017

**To: Schools Governance and Operations Division Chief and Staff  
Curriculum Implementation Division Chief and Staff  
Public and Private Elementary and Secondary School Heads  
This Division**

**From: EDILBERTO L. OPLENARIA, CESO VI**  
SIC – Schools Division Superintendent

**Date: August 22, 2017**

2017-08-159  
DepEd-MALAYBALAY CITY DIVISION  
**RELEASED**  
AUG 23 2017 Time: 7: 36  
By: 16-008

**Subject: DISSEMINATION OF UNNUMBERED DEPED MEMORANDUM  
DATED AUGUST 15, 2017 RE: SUBMISSION OF LEARNER-LEVEL  
DATA FOR THE PROPER REGISTRATION OF DISPLACED LEARNERS**

1. The field is hereby informed of the herein Unnumbered DepEd Memorandum dated August 15, 2017 re: Submission of Learner-Level Data for the Proper Registration of Displaced Learners (Enclosure A).
2. Schools with enrolled displaced learners from Marawi City are enjoined to fill out the attached Revised Learner Tracking Template for Schools (Enclosure B) and submit to this Office attention: Jimdandy S. Lucine, PDO II (DRRM) on or before August 24, 2017 (Thursday).
3. List of schools with enrolled displaced learners is attached as Enclosure C.
4. Wide dissemination and strict compliance of this Memorandum is desired.

Enc: As Stated

Copy Furnished: Records Unit | DRRM

TO BE POSTED IN THE WEBSITE



# 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/Assistant*

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 OGT)	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 BUC)	Previous Home Address (Street, Brgy., Municipality, and Province)
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Prepared by:

Approved by:

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

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 (Signature Over Printed Name)  
 (Position/Designation)

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

Region: \_\_\_\_\_

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 OSA)	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, SMC, or SUC)	Previous Home Address (Street, Brgy., Municipality, and Province)
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 (Signature Over Printed Name)  
 (Position/Designation)

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

Region: \_\_\_\_\_  
 Division: \_\_\_\_\_

No.	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 OBY)	School ID of Previous School	Complete School Name of Previous School (No Abbreviations)	Complete School Address of Previous School (City, Municipality, and Province)	Classification of Previous School (Public, Private, BRAC, or SUC)	Previous Home Address (Street, City, Municipality, and Province)
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Prepared by:

Approved by:

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 (Signature Over Printed Name)  
 (Position/Designation)

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 (Signature Over Printed Name)  
 (Position/Designation)

**LIST OF SCHOOLS WITH ENROLLED DISPLACED LEARNERS**

1. Aglayan Central School
2. Airport Village Elementary School
3. Bangcud National High School
4. Binalbagan Elementary School
5. Malaybalay City Central School
6. Malaybalay City National High School
7. Malaybalay City National Science High School
8. Miglamin Elementary School
9. Barangay 9 Elementary School
10. Casisang national High School
11. Bukidnon National High School
12. San Isidro College