

Procedures on How to Resolve Data Issues

(Multiple LRNs, Multiple enrollment, Correction of Name/Gender/Date of Birth/Grade Level, Unenrolled Learner)

Instruction as of August 27, 2014 – LIS Help Desk

SCHOOL LEVEL

1. School Head shall prepare letter to the SDS explaining why/how the incorrect data registered in LIS. State the duration of stay of the learner in the school (From -1st day of appearance and until when)
2. Attach proof/evidence to further justify the claim
(Signed School Form 1 and certified photocopy of Birth Certificate/Form 137)

DIVISION LEVEL

1. Validate /confirm the report from school
2. Consolidate and prepare summary matrix
3. Endorse with recommendation to the office of the Secretary
(armin.luistro@deped.gov.ph) and copy furnish Ms. Marieta C. Atienza
(marieta.atienza@deped.gov.ph)