



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

R JUL 25 2023 **D**
for

Office of the Schools Division Superintendent

July 25, 2023

Division Memorandum

No. 278, s. 2023

**CORIGENDUM TO DM 271 ON THE CONDUCT OF SCHOOL FORMS
CHECKING FOR GRADE 2-5, GRADE 7-9, and GRADE 11
BY THE DIVISION CHECKING COMMITTEE**

To: All Public Schools
SGOD, CID
PSDSs, EPS

This is to inform all concerned of the conduct of the checking of forms for grades 2 to 5 for the elementary, grades 7 to 9 for the junior high school and grade 11 for the senior high school level. This activity will be on **July 31, 2023 to August 4, 2023**. The activity is aimed at cleansing learner profiles in the Learner Information System (LIS) and ascertaining that learner documents are consistent and free from errors. The LIS contains the registry of all learners in the basic education level.

All schools must be ready with their forms (checked by the SCC) to be presented by the school head to the division checking committee. School heads must ensure that the forms presented are official, meaning forms are generated through the LIS and were signed by all signatories.

For immediate dissemination.


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Schools Division Superintendent



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