



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

25 September 2023

DIVISION MEMORANDUM

No. **265**, s. 2023

**ADOPTION AND CORRECTION ON THE STANDARD FORMS
OF THE SGOD - PLANNING UNIT**

To : Asst. Schools Division Superintendent
All Elementary & Secondary School Heads
President, St. Dominic College of Batanes, Inc.
Division Planning Officer
All Other Concern

1. This Office reiterates the adoption of the Planning Unit templates for various requests/transactions.
2. The following are Quality Records of the Division Planning Unit that you need to accomplished depending on your transactions:
 - a. LIS Change Request and Issuance of LRN Form
 - a.1 Code: **FM-SGO-PLA-001**
 - a.2 Nature of Request:
 - Issuance of New LRN
 - Enrolment with Gap
 - Enrolment of Ineligible
 - Other
 - b. Data Requests Form
 - b.1 Code: **FM-SGO-PLA-002**
 - b.2 Nature of Request:
 - Enrolment Data
 - Masterlist of Schools
 - Masterlist of School Heads
 - Inventory of School Heads
 - Inventory of Teachers
 - Performance Indicators
 - Other

- c. Technical Assistance for EBEIS and LIS Form
 - c.1 Code: **FM-SGO-PLA-003**
 - c.2 Code: Nature of Assistance
 - Curricular Offering Classification
 - Reopening/Closing of a School
 - Updating of Integrated Schools
 - Renaming of School
 - Updating of School Head Name and Position
 - Password Reset
 - Change/Reassignment of School Head
 - Other
 - d. Proposal Sheet
 - d.1 Code: **FM-SGO-PLA-004**
3. Attached are the standard forms. The electronic copies (e-copies) of the same are available for downloading from this link: <https://tinyurl.com/bddzdyay>
4. Widest dissemination and strict compliance to all concerned is desired.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

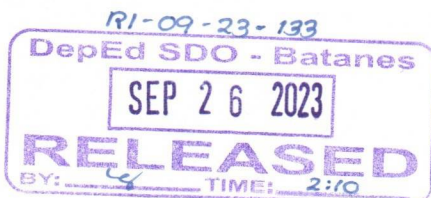
For the SDS:


GEORGANN G. CARIASO, CESO VI
Assistant Schools Division Superintendent

Encl:
Reference:

To be indicated in the Perpetual Index
Under the following subjects:
FORMS LEARNERS REQUESTS

SGOD/myn/orc





Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES

LIS CHANGE REQUEST AND ISSUANCE OF LRN FORM

Control Number: _____	Date: _____
<p style="text-align: center;">CLIENT INFORMATION</p> <p>Name: _____</p> <p>Position/Designation: _____</p> <p>School ID and Name: _____</p> <p>Contact Number: _____</p> <p>E-mail address: _____</p>	<p style="text-align: center;">CHANGE REQUEST</p> <p>Enrolment with gap <i>Reason/s for the gap (pls specify)</i> _____</p> <p>_____</p> <p>_____</p> <p>Enrolment of ineligible <i>Erroneously tag EOSY/no status</i> <i>Correct status:</i> _____</p> <p><i>Reason for the correction:</i> _____</p> <p>_____</p> <p>Others (pls specify): _____</p> <p>_____</p> <p>_____</p>
<p>ISSUANCE OF NEW LRN</p> <p><i>Name of the learner:</i> _____</p> <p><i>Section:</i> _____</p> <p>Reasons for not having LRN:</p> <ol style="list-style-type: none"> 1. <i>From accredited/recognized school</i> <i>School year last attended:</i> _____ <i>School last attended:</i> _____ 2. <i>Undergone catch-up program and assessed school readiness</i> <i>Result of the assessment:</i> _____ _____ 3. <i>From not accredited local school</i> <i>Certification/Accreditation/Equivalency Exam:</i> a. <i>PEPT Certificate no.</i> _____ b. <i>PVT Certificate no.</i> _____ 4. <i>From foreign/Philippine school abroad</i> <i>Last school year attended:</i> _____ <i>Last school attended:</i> _____ <i>Country:</i> _____ 5. <i>From ALS Certification/ Accreditation/ Equivalency Exam:</i> a. <i>PEPT Certificate no.</i> _____ b. <i>PVT Certificate no.</i> _____ 	<p style="text-align: center;"><i>(For Planning Officer's use only)</i></p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>REMARKS/ ACTION TAKEN</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date Acted: _____</p>
	<p>Received/Acted by:</p> <p style="text-align: center;">OLIVER R. CARIASO Planning Officer III</p>



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

DATA REQUEST FORM

Control Number: _____

Date: _____

CLIENT INFORMATION

Name: _____

Position/Designation: _____

School/Agency/Office: _____

Contact Number: _____

E-mail Address: _____

Inventory of Teachers
Level: () Kindergarten () Elementary
() Junior HS () Senior HS
School/s: _____
District: _____
Municipality: _____
School Year _____

DATA REQUEST

Purpose: _____

Performance Indicators
Sector: () Public () Private
Level: () Elementary () Secondary

Indicators:
() Apparent/Net Intake Rate
() Cohort Survival Rate
() Gross Enrolment Rate
() Net Enrolment Rate
() Promotion Rate
() Repetition Rate
() Retention Rate
() School Leaver Rate
() Simple Dropout Rate
() Transition Rate

Enrolment
Sector: () Public () Private
Level: () Kindergarten () Elementary
() Junior HS () Senior HS
School/s: _____
School District: _____
Municipality: _____
Congressional District: _____
School Year: _____

Others (Please specify):

Masterlist of Schools
Sector: () Public () Private
Level: () Kindergarten () Elementary
() Junior HS () Senior HS
District: _____
Municipality: _____
School Year: _____

(For Planning Officer's use only)

Masterlist of School Heads
Level: () Elementary () Secondary
District: _____
Municipality: _____
School Year: _____

REMARKS/ACTION TAKEN

Email Address of School Heads
School Name: _____
School District: _____
Name of School Head: _____

Date Acted: _____

Received/Acted by:

OLIVER R. CARIASO
Planning Officer III





Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

TECHNICAL ASSISTANCE FORM FOR EBEIS & LIS

Control Number: _____

Date: _____

CLIENT INFORMATION

Name: _____

Position/Designation: _____

School ID and Name: _____

Contact Number: _____

E-mail address: _____

For EBEIS:

UPDATING OF SCHOOL PROFILE

Curricular Offering Classification

Old Classification: _____

New Classification: _____

Reopening/Closing of a school

School ID: _____

Reason/s for Closing/Reopening: _____

Date of Closing/Reopening: _____

Updating of Integrated Schools:

Old School Type: _____

New School Type: _____

Renaming of School:

Old Name: _____

New Name: _____

Updating of School Head Name & Position:

Name: _____

Position: _____

Contact No.: _____

Email Address: _____

For LIS:

USER ACCOUNT MANAGEMENT

Password Reset

School Head Username: _____

Desired Password: _____

System Admin Username: _____

Desired Password: _____

Change/Reassignment of School Head

Name of New School Head: _____

TIN (New School Head): _____

Date of Birth: _____

Name of Prev. School Head: _____

TIN (Prev. School Head): _____

Date of Birth: _____

Others (Please specify): _____

(For Planning Officer's use only)

REMARKS/ ACTION TAKEN

Date Acted: _____

Received/Acted by:

OLIVER R. CARIASO
Planning Officer III



Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES

PROPOSAL SHEET

VACANCY/LEAVE	PROPOSED APPOINTEE (FOR NEW ENTRANT) e.g. Teacher I	CHAIN PROMOTION/TRANSFER	FINAL ASSIGNMENT
1. <i>Name of Incumbent:</i>	1. <i>Name of new appointee:</i>	1. <i>Promotion/Shifting caused by vacancy, state name and transfer:</i>	1. <i>New Appointee (School and Grade to teach)</i>
			1.1. <i>School:</i>
2. <i>Item No.:</i>	2. <i>Educational qualification, category, eligibility and year passed, rank:</i>		
3. <i>School, District, and Grade Teaching:</i>	3. <i>Total teaching experience., status of appointment:</i>		
4. <i>Nature of vacancy and its effectivity:</i>		2. <i>From:</i>	1.2. <i>Grade to teach:</i>
5. <i>Date of Publication:</i>		3. <i>To:</i>	

Prepared by:

Principal

Reviewed:

Validated:

Recommending Approval:

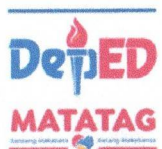
Approved:

OLIVER R. CARIASO
 Planning Officer III

ESPERANZA B. EREFUL
 AO IV-Personnel Officer

GEORGANN G. CARIASO, CESO VI
 Assistant Schools Division Superintendent

ALFREDO B. GUMARU JR. EdD, CESO V
 Schools Division Superintendent



Address: Basco, Batanes, 3900
 Contact No.: 09603974200
 Email Address: batanes@deped.gov.ph
 Facebook: facebook.com/deped.batanes
 Website: <https://batanes.deped.gov.ph>

Doc Code:	FM-SGO-PLA-004	Rev.	00
As of:	Jul 2, 2018	Page:	1