



Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
 Anecito Siete St., Mantic, Tangub City  
 Telefax: (088) 395-3372

[depd10\\_tangub@yahoo.com](mailto:depd10_tangub@yahoo.com) / [www.depdtangub.net](http://www.depdtangub.net)



DepEd DIVISION OFFICE TANGUB CITY  
 CITY OF TANGUB CITY  
**RELEASED**  
 July 18, 2019  
 DATE: 7-18-19

**DIVISION MEMORANDUM**  
 No. 167, s. 2019

**MINIMUM SUPPORTING DOCUMENT PER LIS REQUEST**

To: Chief Education Supervisor, SGOD and CID  
 District-In-Charge (DIC)  
 School Heads of Public Elementary, Junior and Senior High School  
 Administrator of Non-DepEd Schools Offering K to 12 Basic Education  
*This Division*

1. DepEd Tangub City, through the School Governance and Operations Division (SGOD), hereby issued this memorandum to prescribe the minimum supporting document per LIS request lodged at the Division level.
2. The minimum supporting document per request is:

Type of Request	Supporting Document(s)
LRN Approval	Birth certificate (NSO, PSA, LCR copy)
Correction of learner profile	Birth certificate (NSO, PSA, LCR copy)
Correction of grade level	Form 137/138
Enrolment of ineligible	Form 137/138
Enrolment with gap	Form 137/138

3. All documents submitted should be photocopied from the original. The same document will be returned to the school once the request is acted upon.
4. Requests without supporting documents forwarded to the Division Office one month after the request was created will be "Disapproved".
5. The Division Planning Officer has the right to request additional documents when necessary.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

**JEAN G. VELOSO, CESO VI**  
 Asst. Schools Division Superintendent  
 OIC - Schools Division Superintendent

/JGV/SGOD-Research and Planning Section/dpn