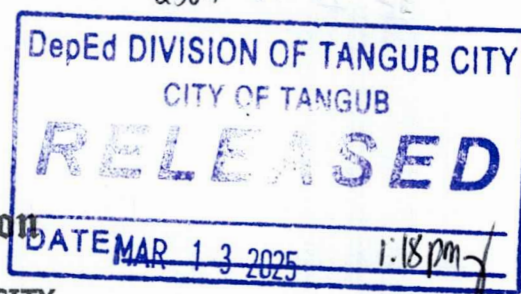




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



11 March 2025

DIVISION MEMORANDUM

No. 85, 2025

ACTION ON TRANSFER REQUESTS IN THE LEARNER INFORMATION SYSTEM
(LIS)

To: Chiefs, CID and SGOD
Education Program Supervisors
District In-Charge
Principals, Head Teachers, Teachers-In-Charge
Public and Private Schools
This Division

1. In compliance with DepEd Order No. 54, s. 2016 *re: Guidelines on the Request and Transfer of Learner's School Records*, the Planning Section of the School Governance and Operations Division (SGOD) issues the list of pending transfer requests in the Learner Information System (LIS).

2. The following Heads/Administrators of the originating public and private schools (under Transfer From column) are requested to act on the transfer requests in the system immediately by either confirming or declining the transfer.

School Head	Transfer From	Transfer Details	No. of Days Since Notification
Ma. Sherwin C. Alduheza	Sumirap NHS	Ignacio Tan Memorial IS	38
Ma. Sherwin C. Alduheza	Sumirap NHS	Tangub City NHS	56
Ma. Sherwin C. Alduheza	Sumirap NHS	Pangabuan IS	42
Annalyn G. Quiap	Sta. Maria CS	Sta. Maria NHS	164
Beverlie F. Raagas	Banglay NHS	Tangub City NHS	54
Beverlie F. Raagas	Banglay NHS	Tangub City NHS	62
Herlyn Q. Senarillos	Lorenzo Tan NHS	Sinonoc NHS	124
Liezel Conejos	TNJMC Montessori School	St. Michael's High School	200
Leizel Conejos	TNJMC Montessori School	Bulacao Community ES	137
Titchie Nee F. Roloma	Baluc ES	Tangub City NHS	190






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3. To ensure the efficient release and transfer of learners' school records, the following shall be observed:

- a. The transfer of records of learners must be made easy and quick without encumbering the learners and parents. However, this should not compromise the confidentiality and security of school records.
- b. Learners and/or their parents or guardians are not allowed to hand-carry the Permanent Records (Form 137) to the receiving schools.
- c. The Learner Information System (LIS) shall be used as platform in the request and release of learner school records; hence the transaction shall strictly be between the receiving and originating schools only.
- d. The incurred cost of requesting, processing, and releasing of learner school records shall be charged against school funds, such as school MOOE, canteen funds, PTA, alumni funds, and other sources subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of and strict compliance with this Memorandum is directed.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent  

SAU/DPN – Action on Transfer Requests in the Learner Information System
March 11, 2025



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