Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | *Email:* car@deped.gov.ph

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September 6, 2018

REGIONAL MEMORANDUM
No. 298 . 2018

LEARNER REFERENCE NUMBER (LRN) VALIDATION FOR PANTAWID BENEFICIARIES

TO: Schools Division Superintendents
School Principals/School Heads
Others Concerned

1. Attached is the letter of **Janet P. Armas, CESO IV**, OIC-Regional Director, DSWD-CAR, requesting for assistance of school personnel concerned in your respective divisions to complete the LRN validation for Pantawid Beneficiaries. A specific form was also provided for the said purpose.

2. A summary or list of the said beneficiaries with their respective LRNs shall be submitted to this Office, thru the Policy, Planning and Research Division (PPRD) on or before October 8, 2018 for ready reference.

3. For information, guidance and compliance.

MAY B. ECLAR, Ph.D. CESO V
Officer-In-Charge
Office of the Regional Director

PPRD/PDE/rsg

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

DSWD
Department of Social Welfare and Development

July 24, 2018

DIR. MAY B. ECLAR
Regional Director
Department of Education
Wangal, La Trinidad, Benguet

Dear Director Eclar:

This is in reference to the program's initiative to establish linkage with DepEds' information system particularly on their Learners Information System (LIS) and Enhanced Basic Education Information System (EBEIS) in order to help the program and both Departments to easily track all Pantawid beneficiaries.

In December 2017, the Field Offices completed the 1st Phase - Collection/gathering of Learners Reference Number (LRN) of Pantawid beneficiaries conducted during the Family Development Session (FDS) or other Pantawid related activities. The parents of the beneficiaries provided documents such as School ID, Report Card (Form 138), and Enrollment Form whichever contains the LRN of the student which enabled us to account records of children with LRN.

For the 2nd Phase of the activity all the LRN collected during the first phase will be validated, based on the results gathered there were invalid LRN (i.e., less or more than 12-digit number, beneficiaries with same LRNs). For us to proceed with the succeeding process we need to obtain a more accurate LRN as well as the correct information of the beneficiaries. Per National Program Management Office of the program, it was through DepEds' advised that this can be more effectively done at the school level wherein there are school LIS administrators present.

To support and easily facilitate the Phase II of this activity, DepEd Order 090, s. 2018 *(Learners Reference Number Validation Forms for Enrolled Pantawid Pamilya Beneficiaries)* was issued last May 25, 2018.

In this activity, the designated Pantawid Coordinator with the help of the School LIS Administrator shall both perform the checking and validation process of all the information appeared in the LRN validation forms. Specifically, the LRN validation procedure is as follows:

STEP 1. Generate School Form 1 (SF 1) from Learners Information System (LIS).

STEP 2. Compare the information appeared in the **"DSWD Pantawid Database"** through the LRN Validation Form vis-a-vis the LIS generated SF1. *(Please see attached LRN Validation Form for your reference).*

STEP 3. Answer **'Yes'** or **'No'** in the Column provided in the LRN Validation Form **"Does all the information in the DSWD Pantawid Database Matched with the LIS?"**

- If the answer is **'No', indicate which Data Field/s is/are not Matched.** Provide the correct information in the column provided in the LRN Validation Form **"As appeared in the LIS generated School Form (SF 1)"**

- The answer is also **'No'** if the learners profile appeared in the DSWD Pantawid Database but **has no available record in the LIS, use code 'NOR' (Not Registered in LIS)**

- The answer is also **'No'** if the learners profile appeared in the DSWD Pantawid Database and **matched with LIS but is not currently enrolled in your school, use code 'NCE' (Not Currently Enrolled)**

STEP 4. The School LIS Administrator shall sign the validation form upon verification of the School Head.

STEP 5. Accomplished LRN Validation form shall be submitted by the Pantawid Coordinator on or before the prescribed timeline for the collection of forms done by the DSWD Field Implementers.

STEP 6. The DSWD Field Implementer shall encode the data based on the accomplished LRN Validation.

To accommodate the timeframe for encoding of the validated LRN, it was decided by the management for the Municipal Operations Office to submit the fully accomplished LRN Form to the Provincial Operations Office on or before **October 5, 2018**. With this, it is expected for the collection of the fully accomplished LRN Form on or before said date to respective school facilities by the PDO II (Municipal/City Link) and/or the Social Welfare Assistant of the program.

Please be informed that together with the LRN Form to be distributed to the school facilities is an IEC Materials enumerating therein the specific procedures on filling out the LRN form which could help the programs partner in their part on the said activity.

With this, may we respectfully request your good office for your assistance and support for the information dissemination of the said activity to ensure the completion of this endeavor.

Thank you for your continued support and cooperation.

Very truly yours,

DIR. JANET P. ARMAS, CESO IV
OIC-Regional Director

Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program

To be filled out by School Head / Teacher

LRN VALIDATION FORM FOR PANTAWID BENEFICIARIES

I hereby certify that the above data are consistent with the school records.

Name and Signature of School Head/Teacher

☐☐ ☐☐ ☐☐☐☐
MM DD YYYY
Date

Name and Signature of School LIS Administrator

☐☐ ☐☐ ☐☐☐☐
MM DD YYYY
Date

Name and Signature of City/Municipal Link/SWA

☐☐ ☐☐ ☐☐☐☐
MM DD YYYY
Date Retrieved

☐☐ ☐☐ ☐☐☐☐
MM DD YYYY
Date Encoded

Legend:
(1) Pantawid Member ID - number assigned to each Pantawid beneficiary **(2) Grade Level** - grade level of the student beneficiary as recorded in the DSWD Pantawid Database **(3) LRN DSWD Pantawid Database** - refers to the LRN of the student beneficiary obtained during the pre-implementation phase of the validation activity **(4) Name of Student Beneficiary in DSWD Pantawid Database** - name of the student beneficiaries as recorded in the DSWD Pantawid Database **(5) Sex** - refers to the biological make up of the student beneficiary **(6) Birthdate** - refers to the date of birth of the student beneficiary.

Sample Only

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Department of Social Welfare and Development
Pantawid Pamilyang Pilipino Program

To be filled out by School Head / Teacher

LRN VALIDATION FORM FOR PANTAWID BENEFICIARIES

Name of School/Preschool/DCC: [22856] BAGUIO SEVENTH DAY ADVENTIST-HIGH SCHOOL DEPARTMENT
Barangay: PADRE BURGOS
City/Municipality: BAGUIO CITY
Province: BENGUET

Sample Only

***DEPED SCHOOL ID**

* Write the School Identification Number issued by DepEd

This form serves as a tool to capture the Learners Reference Number (LRN) of all Pantawid beneficiaries and the equivalent DepEd School ID of the school facility.

The LRN is a unique permanent 12-digit number assigned to a student who enters the basic education program regardless of transfer to another school or learning center in the public or private sector, and promotion/moving up to the secondary level. It is indicated in the students Permanent Record (Form 137/School Form 10), Report Card (Form 138/School Form 9). ALS Certificate, Diploma or Portfolio, National Achievement Test (NAT), and Accreditation and Equivalency (A&E) Examination.

- **DepEd Order No. 12, s.2012** *"Adoption of the Unique Learner Reference Number"*

INSTRUCTIONS:

STEP 1. Generate School Form 1 (SF 1) from Learners Information System (LIS)
STEP 2. Compare the information appeared in the DSWD Pantawid Database vis-a-vis the LIS generated SF1
STEP 3. Answer 'Yes' or 'No' in the Column "Does all the information in the DSWD Pantawid Database Matched with the LIS?"
- If the answer is 'No', indicate which Data Field/s is/are not Matched. Provide the correct information in the column "As appeared in the LIS generated School Form (SF 1)"
- The answer is also 'No' if the learners profile appeared in the DSWD Pantawid Database but has no available record in the LIS, use code 'NOR' (Not Registered in LIS)
- The answer is also 'No' if thelearners profile appeared in the DSWD Pantawid Database and matched with LIS but is not currently enrolled in your school, use code 'NCE' (Not Currently Enrolled)

STEP 4. The School LIS Administrator shall sign the validation form upon verification of the School Head

USE BALLPEN IN FILLING OUT THE FORM

DSWD Pantawid Database									Does all the information in the DSWD Database matched with LIS? YES/NO If NO provide the correct information in the next columns	As Appeared in the LIS Generated School Form 1 (SF 1)								Other Information
#	Pantawid Member ID	Grade Level	LRN	Last Name	First Name	Middle Name	Ext. Name	Sex	Birthdate (mm/dd/yy)		Grade Level	LRN	Last Name	First Name	Middle Name	Ext. Name	Sex	Birthdate (mm/dd/yy)	NCE - Not Currently Enrolled in our School NOR - Not Registered in LIS
1	6534511	10		Lizo	Lester	Dipidip		M	06/06/02										
2	47581901	11		Basillo	Jorjette	Fernando		F	02/17/02										
3	47584376	12		Placido	Anilyn	Marcelo		F	02/09/01										

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