



Republic of the Philippines
Department of Education
Cordillera Administrative Region
CITY SCHOOLS DIVISION OF TABUK
Dagupan Centro, Tabuk City, Kalinga



DIVISION MEMORANDUM
NO. III s. 2019

TO : SCHOOL HEADS
TEACHERS/ADVISERS
DIVISION PERSONNEL

FROM : **BENEDICTA B. GAMATERO**
Officer-in-Charge
Office of the Schools Division Superintendent

DATE : June 26, 2019

SUBJECT: Submission of Certificate of Live Birth of Learners

1. This Office requests all the school heads for the submission of birth certificates of all learners to the Planning Office for the purpose of validating LIS entries until July 12, 2019.
2. Birth certificates may be a PSA or NSO certified copy, although the LCR copy is also accepted.
3. Said documents must be arranged alphabetically in a folder with the appropriate label.
4. For dissemination and compliance is hereby directed.