



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



December 13, 2024

**REGIONAL MEMORANDUM**

ORD No. 1335, s. 2024

**To:** Schools Division Superintendents  
Public and Private Elementary & Secondary School Heads  
District ALS Coordinator  
Mobile Teacher  
All Others Concerned

**REITERATION ON THE ADOPTION OF UNIQUE LEARNER  
REFERENCE NUMBER**

1. This is in reference to the attached Memorandum OUF-2024-0938 dated November 15, 2024, from Undersecretary Annalyn M. Sevilla, for Finance, Central Office, relative to the Creation of Multiple Learner Reference Number (LRN) in the Learner Information System (LIS).
2. In view thereof, this Office reiterates the provision of the said issuance highlighting paragraph 5 and 6 which stated as **“The issuance of multiple LRNs poses a significant risk particularly concerning the allocation of educational funding, student enrollment statistics, and the accurate distribution of resources to schools and learners”** and **“This practice also defrauds the government in terms of subsidy distribution and release. In relation to this, we respectfully request you to be circumspect in approving request for new LRNs and ensure that request for new LRNs will only be approved after due evaluation/validation”**.
3. As stated in DepEd Order No. 22, s. 2012 re: Adoption of the Uique Learner Reference Number paragraph 6 reiterated that **“The school Heads (SHs), district ALS coordinators, and mobile teachers** shall also ensure that information about a particular pupil, student or learner is accurate. They will also be responsible for requesting the deactivation of the LRN due to multiple issuance of LRN to an individual or for any other reasons. The Request for Correction in the LRN shall follow the format in Enclosure No. 1, while the Request for the Deactivation of the LRN shall follow the format in Enclosure No. 2”.
4. For information and guidance.

**JOCELYN DR ANDAYA**  
Regional Director, NCR

Concurrent Officer-in-Charge, Office of the  
Assistant Secretary for Operations

PPRD/hdv

**Encl.: As stated**



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Republic of the Philippines  
**Department of Education**

MAR 20 2012

DepEd ORDER  
No. **22**, s. 2012

**ADOPTION OF THE UNIQUE LEARNER REFERENCE NUMBER**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. In order to facilitate the tracking of pupils, students or learners and their performance, a **Unique Learner Reference Number (LRN)** will be issued to all public school pupils and students and Alternative Learning System (ALS) learners based on School Year (SY) 2011-2012 Masterlist of Students, Pupils or Learners submitted per DepEd Order No. 67, s. 2011.
2. The LRN is a permanent twelve (12)-digit number which the pupil, student or learner shall keep while completing 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.
3. The LRN shall be incorporated in all documents, forms, examinations, surveys and databases which refer to a pupil, student or learner. In particular, the LRN shall be indicated in the pupil's or student's Permanent Record, (Form 137), Report Card (Form 138), ALS Certificate, Diploma or Portfolio, National Achievement Test (NAT), and Accreditation and Equivalency (A & E) Examination.
4. The Database Management Unit-Office of the Planning Service (DBMU-OPS), shall be responsible for issuing the LRNs to all pupils, students or learners. The Regional or Division Planning Officers shall be responsible for releasing the LRNs of pupils or students to all public schools while the Regional and Division ALS coordinators shall be responsible for releasing the LRNs of ALS learners to all mobile teachers and learning centers.
5. The school heads (SHs), district ALS coordinators, and mobile teachers shall be responsible for requesting the issuance of the LRN to pupils, students or learners who still do not have one. The request for additional LRNs shall be sent to the division office (DO) and should use the electronic template specified under DepEd Order No. 67, s. 2011 which can be downloaded at the DepEd website address: <http://www.deped.gov.ph/downloads>. The DO shall consolidate the requests to ensure that the correct template is used before sending them to the DBMU-OPS.

6. The school heads (SHs), district ALS coordinators, and mobile teachers shall also ensure that information about a particular pupil, student or learner is accurate. They will also be responsible for requesting the deactivation of the LRN due to multiple issuance of LRN to an individual or for any other reasons. The Request for Correction in the LRN shall follow the format in Enclosure No. 1, while the Request for the Deactivation of the LRN shall follow the format in Enclosure No. 2.

7. The DO shall submit a Status Report on the Implementation of the LRN indicating the number of pupils, students or learners who do not have any LRN yet following the format in Enclosure No. 3 by **April 15, 2012** to the Office of the Assistant Secretary for Planning, Attention: DBMU-OPS.

8. All DepEd personnel conducting monitoring activities in the schools and learning centers are enjoined to monitor the compliance of the incorporation of the LRN in the pupil's or student's Form 137, Form 138, ALS certificate and diploma or portfolio by the concerned SHs and other DepEd field personnel.

9. The identity or other information that may reasonably identify the pupil, student or learner shall be kept confidential.

10. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.:

As stated

Reference:

DepEd Order: (No. 67, s. 2011)

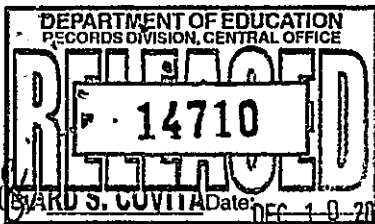
To be indicated in the Perpetual Index  
under the following subjects:

DATA  
FORMS  
POLICY  
PUPILS  
SCHOOLS  
STUDENTS









Republic of the Philippines  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR FINANCE

RICARDO S. CUVILLA Date: Dec 10 2024

MEMORANDUM  
OUF-2024-0938  
November 15, 2024

FOR : **ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations  
  
**MALCOLM S. GARMA**  
Assistant Secretary for Operations  
  
**MA. GEMMA M. LEDESMA**  
Private Education Office

ATTENTION : **ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION OFFICES**

FROM : *[Signature]*  
**ANNALYN M. SEVILLA**  
Undersecretary for Finance

SUBJECT : **CREATION OF MULTIPLE LEARNER REFERENCE NUMBER (LRN) IN THE LEARNER INFORMATION SYSTEM (LIS)**

This refers to the findings of the Government Assistance and Subsidies Service (GASS) on multiple Learner Reference Number (LRN) created in the Learner Information System (LIS).

In 2023, GASS established a monitoring mechanism to ensure that the information stated in the billing statement of private schools matches with the information provided in the LIS, such as the LRN, complete name, grade level, and current school.

For this year, upon receipt of the billing statements at the central office, GASS manually checks the LRNs of learners in the LIS.

Through this process, GASS discovered that several learners appear to have multiple LRNs.

The issuance of multiple LRNs poses a significant risk particularly concerning the allocation of educational funding, student enrollment statistics, and the accurate distribution of resources to schools and learners.

This practice also defrauds the government in terms of subsidy distribution and release. In relation to this, we respectfully request you to be circumspect in approving request for new LRNs and ensure that request for new LRNs will only be approved after due evaluation/validation.

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OFFICE OF THE SECRETARY

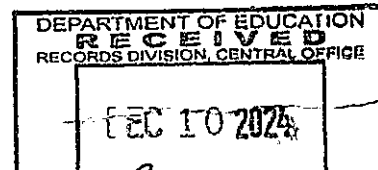
**RONALD U. MENDOZA**  
Undersecretary for Strategic Management

**MARIETTA C. ATIENZA**  
Project Development Officer V  
Educational Management Information System Division (EMISD)

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**EDWIN A. SAKESMA** TIME: 10:20