



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 August 2024

DIVISION MEMORANDUM


No. 521 s. 2024

**SUBMISSION OF LIST OF NAMES OF LEARNERS WITHOUT OR HAS
UNREGISTERED BIRTH CERTIFICATE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Units/Sections
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. During the monitoring of schools, it was noted that there are learners who don't have birth certificates yet. As part of our effort to ensure that all school-aged learners have access to Basic Education, all school heads are instructed to identify learners under their jurisdiction to check all learners who need to be registered in City Civil Registrar and submit on or before **August 15, 2024**, using the attached template.

2. Immediate dissemination of this memorandum is desired.


CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

Encl.: None

Reference: None

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

LEARNERS WITHOUT OR HAS UNREGISTERED BIRTH CERTIFICATE

OSDS Admin Unit – Submission of List of Names of Learners without or has Unregistered Birth Certificate
ADMK89BJ-000530 /August 05, 2024



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Name of School

List of Learners Withour or has Unregistered Birth Certificate

No.	Name of Learner	Age	Grade Level

Prepared by:

Printed Name and Signature
School Head