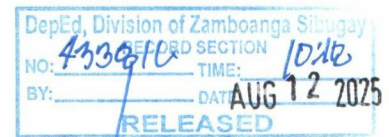




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



11 August 2025

DIVISION MEMORANDUM

NO: 433810, s. 2025

COLLECTION OF DATA ON LEARNERS WITHOUT PSA BIRTH CERTIFICATE

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
EPSs/PSDSs/District in-Charge
All Public and Private School Heads
School Heads and all other school personnel
All Others Concerned
This Division

1. In compliance with the Regional Office's directive to gather accurate and comprehensive data on **learners without PSA birth certificates**, all public and private schools are hereby instructed to assist in the immediate collection of this information. This initiative aims to help the Regional Office and other concerned agencies identify and support learners who may encounter enrolment challenges due to documentation issues.

2. All School Heads are directed to conduct a survey and compile a list of learners who, as of the current school year, do not have an official PSA birth certificate. The completed list must be submitted **on or before August 14, 2025**. For each learner without a PSA birth certificate, the following information must be provided:

- Learner's full name (*following this naming convention: Family Name, First Name, Middle Initial*)
- Learner Reference Number (LRN)
- Grade level (*The listing shall follow the grade level sequence (e.g., Kindergarten to Grade 6, Grades 7 to 10, and Grades 11 to 12)*)
- Documents presented during enrolment

3. School Heads are advised to observe the following procedures:

- Inform all teaching, administrative, and enrolment personnel about the urgency of this data collection.
- Identify learners without PSA birth certificates and collect the required information through the designated enrolment personnel or administrative staff
- Compile and validate the accuracy and completeness of data using the attached template.
- Upload the consolidated report via this link - <https://bit.ly/2025-LearnersWithoutPSA-BC>

4. All personnel involved are reminded to maintain strict confidentiality of the information gathered and to use solely for the purpose of this data collection.

5. For inquiries or clarifications, please contact the SGOD—Planning and Research, hotline **0960-888-5078**.



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6. Immediate and wide dissemination of this memorandum is directed for the information and guidance of all concerned.

Digitally signed by
Batan Virgilio Pilarca Jr
Date: 2025.08.11
18:30:30 +08'00'

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

References: request of Regional Office via Group Chat

To be indicated in the perpetual index under the ff. subjects:
LEARNERS DOCUMENTS SCHOOLS DATA

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