



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

March 03, 2021

DIVISION MEMORANDUM

NO. 079, s. 2021

To: OIC, Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
All Public Elementary and Secondary School Heads
All Private Elementary and Secondary School Heads
All Concerned

**IMPLEMENTATION OF CAVITE SBS DOTS
(DIVISION ONLINE TICKETING SYSTEM)**

1. In order to provide a more efficient and timely LIS assistance, this office thru the Planning and Research Section is implementing the utilization of DOTS (Division Online Ticketing System) to all public and private schools under this division.

2. DOTS is an online system that allows the School Heads/LIS Coordinators to send online LIS inquiries and other service requests which require Central Office level of approval such as follows:

- RF01 - LRN Merging
- RF02 - LRN Reactivation/Enrolment with Data Issue
- RF04 - Un-merging LRN (For twin learners)
- RF10 - Merging of School ID
- RF12 - Reopening of School Enrolment
- RF13 - Correcting Transfer Related Issues
- RF14 - Confirm Transfer from Closed School
- RF15 - Unenrollment of Learner
- RF16 - Updating of SHS Program Offering for Schools Abroad
- RF17 - COC Updating for Schools Abroad
- Correction of Date of First Attendance (Request Letter signed by SH)
- Correction of Tagging of Temporary Enrolled Learners (Request Letter signed by SH stating the reason of why the school enrolled a learner with no proper document)

3. All requesting Public and Private Schools are enjoined to send requests thru DOTS using the link **bit.ly/SBS_DOTS** ensuring the completeness of all documentary requirements stated in the forms.



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
www.depedcavite.com.ph
deped.cavite@deped.gov.ph

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4. Forms for service request can be downloaded using the links below:

RF01 - LRN Merging

bit.ly/CaviteLISRF01

RF02 - LRN Reactivation/Enrolment with Data Issue

bit.ly/CaviteLISRF02

RF04 - Un-merging LRN (For twin learners)

bit.ly/CaviteLISRF04

RF10 - Merging of School ID

bit.ly/CaviteLISRF10

RF12 - Reopening of School Enrolment

bit.ly/CaviteLISRF12

RF13 - Correcting Transfer Related Issues

bit.ly/CaviteLISRF13

RF14 - Confirm Transfer from Closed School

bit.ly/CaviteLISRF14

RF15 - Unenrollment of Learner

bit.ly/CaviteLISRF15

RF16 - Updating of SHS Program Offering for Schools Abroad

bit.ly/CaviteLISRF16

RF17 - COC Updating for Schools Abroad

bit.ly/CaviteLISRF17

5. Inquiries and clarifications may be communicated to DepEd Cavite Planning facebook page or email address depedcavite.planning@deped.gov.ph.

6. Immediate and widest dissemination of this Memorandum is hereby directed.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

JMS/ DM No. 79, s. 2021
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