Untagging of learners tagged as Temporary Enrolled

- The school should submit the list of learner/s to be untagged as Temporary Enrolled using RF02 (remarked as TE untagging) in an excel file to the Division Office.

- The DPO should forward the request to the Helpdesk through the ticketing system.

- The Helpdesk will now revert the approval of TE by the DPO.

- Once reverted, the school & DPO will be notified through the ticketing via email.

- DPO should then disapprove the pending request for TE.

- Once disapproved, the School can now un-enroll the learner and then re-enroll as regular enrollee.

Note:

> If the school accidentally tag the learner as TE, the school should not cancel the request. The school should coordinate with the DPO to disapprove the request.