



**RELEASED**

December 1, 2016

DepEd - Virac - Catanduanes  
RECORDS SECTION  
Date DEC 02 2016  
Time 11:00 P.M.  
Initials [Signature]


**DIVISION MEMORANDUM**

No. 151, s. 2016

**TWO-DAY ORIENTATION-WORKSHOP ON SENIOR HIGH SCHOOL (SHS) 1<sup>ST</sup>  
SEMESTER STATUS UPDATING AND 2<sup>ND</sup> SEMESTER ENROLMENT IN THE  
LEARNER INFORMATION SYSTEM (LIS)**

TO: Heads, Public and Private Senior High Schools

1. This is to remind the SHS concerned personnel of the Regional Unnumbered Memorandum dated November 25, 2016 of the strict compliance with DepEd Order No. 70, s. 2016 dated November 22, 2016 re: Guidelines on the Encoding of Senior High School Enrolment for Second Semester in the Learner Information System for SY 2016-2017.
2. In this regard, the orientation-workshop will be conducted on December 9-10, 2016 at the venue to be announced later.
3. Participants to this orientation are Two (2) from each schools, LIS Coordinators, Four (4) School Registrar I and Twenty Nine (29) Administrative Assistant II. Please bring laptop, pocket wifi/broadband, extension wire and enrolment list of 1<sup>st</sup> semester with learners' status and reasons of transfer or dropping out and 2<sup>nd</sup> semester enrolment list.
4. Transportation expenses of participants are chargeable against school MOOE/local funds while meals and snacks will be charged to financial assistance of the EBEIS and LIS subject to usual accounting and auditing rules and regulations.

  
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent