DIVISION MEMORANDUM
No. 161, s. 2018

ENROLLMENT AND UPDATING OF LEARNER’S PROFILE IN THE LEARNER INFORMATION SYSTEM (LIS) FOR BOSY 2018-2019

TO: Public Schools District Supervisors
     School Heads, Coordinators and Advisers
     Public and Private Elementary
     and Secondary Schools (JHS and SHS)

1. Given the online schools and SDO status report of submission both EOSY 2017-2018 and Enrollment Quick Count SY 2018-2019 as of June 15 and June 21, 2018 respectively, this Office convey its deep appreciation and congratulation to all school heads, coordinators and advisers, public and private elementary and secondary schools, and state universities and colleges/local universities and colleges (SUCs/LUCs) for our 100% submission of school’s EOSY and Enrollment Quick Count.

2. Following the provisions stipulated in the DepEd Order No. 3, s. 2018 dated January 26, 2018 otherwise known as the “Basic Education Enrollment Policy,” please be informed and advised of the following:

   a. LIS BOSY 2018-2019 is now open (Creation of classes are available at school head account).
   b. Enrollment of eligible learners from school who were not able to submit and finalized their EOSY status last SY 2017-2018 is now allowed.
   c. For learners with no/incorrect EOSY status last SY 2017-2018, correction/updating EOSY facility is available.
   d. All pending request submitted from SY 2017-2018 backwards are already cancelled. Request should be now created by the school where the learner is presently enrolled.
   e. To facilitate approval of pending LIS change request, please submit letter request and supporting documents (copy of PSA/NSO Certificate of Live Birth, Form 137/138) addressed to SDS office and attention the Planning and Research Unit. Please do not wait for the system to close before submitting said documents.

3. For Kindergarten and Grade I pupils, please be reminded of DepEd Order No. 3, s. 2018 dated April 19, 2018. Also, for request and transfer of learner’s school records, DepEd Order No. 54, s. 2016 dated June 30, 2016.

4. This office is expecting on 100% finalization, submission and validation of BOSY once the facility is already available.

5. For information and compliance,

   SOCORRO V. DELA ROSA, CESO VI
   Schools Division Superintendent
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SOCORRO V. DELA ROSA, CESO VI
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