



January 29, 2018

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date: JAN 29 2018

Time: 3:40 PM

Initial/Signature: [Signature]

DIVISION MEMORANDUM

No. 19 s, 2018

**UPDATING OF LEARNERS PROFILE IN THE LEARNER INFORMATION SYSTEM (LIS)
SY 2017-2018 AND EARLY REGISTRATION**

TO: Public Schools District Supervisors
School Heads of Public and Private Elementary and Secondary Schools
ICT Coordinators, SHS Coordinators, Registrars
and Administrative Assistants II
All Others Concerned

1. In preparation for End of School Year (EoSY) 2017-2018 please be informed that enrolment facilities and updating of learners profile are already open and available for the following:

Kindergarten to Grade 12

- Encoding and updating of learners
- Correction of learner profiles (basic and other data, K-10 only)
- Assignment of class shifts
- Tagging of learner records (ADM, SPED, NLS, BMI) – tagging are available at school personnel or advisers account

Soon to be deployed:

- Resolution of transfer disputes
- Correction of learner profiles (SHS)
- Correction of grade level (K-12, promote or demote)

2. Reminder to those schools with toggle issues (change request and LRN approval) to submit request letter including copy of learners birth certificate and Form 137/138 for our references address to Schools Division Superintendent, Attention: Planning and Research Unit for our approval or disapproval and references.

3. Further, please be informed that the **LIS Online Early Registration** of Kindergarten, Grade 1, Grade 7 and Grade 11 is already open for encoding and updating. Only incoming **Kindergarten** learners turning **5 years old** on or before August 31 should be included in the Early Registration, as stipulated in DepEd Order No. 47, s. 2016. Deadline of encoding is on **February 23, 2018**. This will be considered as the school official count for Early Registration.

4. Technical assistance is available on weekdays, Saturday including holidays at SDO SGOD Planning and Research Unit and at FB Group (DepEd Catanduanes LIS EBEIS).

5. For information, guidance and strict compliance.

[Signature]
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent