DIVISION MEMORANDUM
No. 19, 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 (EO SY) 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.