MEMORANDUM

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

FROM : ALSOCORROW V. DELA ROSA, CESO VI  
       Schools Division Superintendent

SUBJECT: EARLY REGISTRATION FOR SY 2019-2020 AND UPDATING OF LEARNERS PROFILE IN THE LEARNER INFORMATION SYSTEM (LIS) SY 2018-2019

DATE : February 6, 2019

It is observed that SHS 1st semester status updating and 2nd semester enrolment is only 68% or 32 schools out of 47 public and private schools have updated and with enrolment 2nd semester. And, only 58% or 155 public schools encoded and submitted online Early Registration. Please be informed that early registration, enrolment facilities and updating of learners profile are already open and available for the following:

K to 12
- Correction of Basic Profile (School Level)
- SHS 1st semester updating, and
- SHS 2nd semester enrolment

In preparation for the End of School Year (EoSY) 2018-2019, kindly facilitate the confirmation of transferred out and release of their School Form 10/137. Schools with toggle issues (change request and LRN approval) will submit letter request including copy of learners birth certificate and School Form 10/137 or 138 address to Schools Division Superintendent, Attention: Planning and Research Unit for our approval or disapproval and references purposes.

Further, for incoming Kindergarten only 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. DepEd Order No. 3, s. 2018 and DepEd Order No. 20, s. 2018. Schools may update and submit daily their number of early registrants in the system. Deadline of encoding is on February 22, 2019. This will be considered as the school official count for Early Registration.

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

For information, guidance and strict compliance.