



Republic of the Philippines  
Department of Education  
Region V (Bicol)

**SCHOOLS DIVISION OF CATANDUANES**  
Virac, Catanduanes

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**RELEASED**

DepEd, Division of Catanduanes  
RECORDS SECTION  
Date: FEB 11 2019  
Time: 9:45 AM  
Name/Signature: [Signature]

**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 : [Signature] SOCORRO 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 1<sup>st</sup> semester status updating and 2<sup>nd</sup> semester enrolment is only **68%** or **32** schools out of 47 public and private schools have updated and with enrolment 2<sup>nd</sup> 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 1<sup>st</sup> semester updating, and
- SHS 2<sup>nd</sup> semester enrolment

In preparation for the End of School Year (EoS) 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.