



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

MAY 25 2022

DIVISION MEMORANDUM

No. 194, s. 2022

UPDATING OF LEARNER INFORMATION SYSTEM (LIS)

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
All Public and Private School Heads
All Others Concerned

1. In preparation for the Division Checking of School Forms and End of School Year Finalization, this Office advises all private and public schools to monitor the status of learners in the Learner Information System.
2. Schools are expected to observe the implementation of the following policies related to school report preparation and LIS updating as stated in DepEd Memorandum No. 037, s. 2022 entitled "Resumption of Implementation of the Policy on Checking of School Forms as Prescribed in DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms)":

Focus of Validation	Policy Reference
i. Kinder Age Cut-off (Public and Private Schools) All learners must be encoded in LIS especially Kindergarten (validate report that some schools are accepting under aged learner for kinder and deliberately hide in the system to avoid being detected)	<ul style="list-style-type: none">• DO 20, s. 2018-Amendment to DepEd Order No. 47, s. 2016• DO 47, s. 2016-Omnibus Policy on Kindergarten Education• DO 032, s. 2021-Guidelines on Enrollment for School Year 2021-2022 in the Context of Continuing National Public Health Emergency due
ii. Proper Preparation of SF10 such as but not limited to: No insertion of school logo (public school) In case of Transferred Out, transmission of original copy of SF10 with available grading boxes for continuous updating (except Grades 6 and 10 completers)	<ul style="list-style-type: none">• DO 58, s. 2017 - Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records• DO 4, s. 2014- Adoption of the Modified School Forms (SFS) for Public Elementary and Secondary Schools i Effective End of School Year 2012-2014



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Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
Email Address: bataan@deped.gov.ph | Website: www.depedbataan.com | Facebook Page: www.facebook.com/DepEdBataan



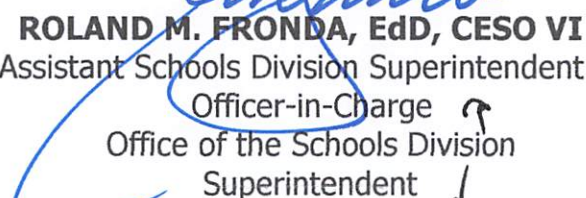
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iii. Transfer of Document within 30 days upon receipt of system notification of transfer through LIS Tracking System (remind school heads that the written request of transfer is no longer needed or required if LIS notification is available)	<ul style="list-style-type: none">• DO 54, s. 2016- Guidelines on the Transfer of Learners School Records• DO 58, s. 2017- Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records
iv. Update Learner's Status in LIS Tracking System through confirmation of request for transfer including learners with unsettled account from private school.	<ul style="list-style-type: none">• DO 032, s. 2021- Guidelines on Enrollment for School Year 2021-2022 in the Context of Continuing National Public Health Emergency Due to COVID-19

3. To ensure that all LIS service requests are resolved before the EOSY finalization, the deadline for the submission of request forms (e.x. Request for unenrollment, enrollment failed, LRN merging, etc.) is on **June 8, 2022**, except for ticket request re: system error/ incident report. Likewise, schools with pending change request in LIS are also advised to email the supporting documents of learners on or before **June 20, 2022** at the email address provided in paragraph 5.
4. The status of school requests escalated to DepEd CO-ICTS can be monitored through this link: <https://bit.ly/SDO-Bataan-ICTS-Ticketing-Tracker>.
5. For questions and clarifications, kindly contact SDO-Bataan Planning and Research Unit through this email, depedbataan.planning.research@deped.gov.ph.
6. Wide dissemination of and compliance with this Memorandum are enjoined.


ROLAND M. FRONZA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division
Superintendent

SO7/PART
May 19, 2022

To be included in the Perpetual Index
Under the following subjects:

BASIC EDUCATION	LEARNERS
DATA	POLICY
FORMS	SCHOOLS

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