



Republic of the Philippines  
Department of Education  
Region VI(Bicol)  
**SCHOOLS DIVISION OF CATANDUANES**  
Virac, Catanduanes

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**ASED**

Division Office of Catanduanes

RECORDS SECTION

July 12, 2018

Date JUL 13 2018

Time: 3:42 P.M

Initial/Signature: [Signature]

**DIVISION MEMORANDUM**  
No: 161, s. 2018

**ENROLLMENT AND UPDATING OF LEARNER'S PROFILE IN THE LEARNER INFORMATION SYSTEM (LIS) FOR BOSY 2018-2019**

TO: Public Schools District Supervisors  
School Heads, Coordinators and Advisers  
Public and Private Elementary  
and Secondary Schools (JHS and SHS)

1. Given the online schools and SDO status report of submission both **EOSY 2017-2018** and **Enrollment Quick Count SY 2018-2019** as of June 15 and June 21, 2018 respectively, this Office convey its deep **appreciation** and **congratulation** to all school heads, coordinators and advisers, public and private elementary and secondary schools, and state universities and colleges/local universities and colleges (SUCs/LUCs) for our **100%** submission of school's EOSY and Enrolment Quick Count.
2. Following the provisions stipulated in the DepEd Order No. 3, s. 2018 dated January 26, 2018 otherwise known as the "Basic Education Enrollment Policy," please be informed and advised of the following:
  - a. **LIS BOSY 2018-2019** is now open (Creation of classes are available at school head account).
  - b. Enrollment of eligible learners from school who were not able to submit and finalized their EOSY status last SY 2017-2018 is now allowed.
  - c. For learners with no/incorrect EOSY status last SY 2017-2018, correction/updating EOSY facility is available.
  - d. All pending request submitted from SY 2017-2018 backwards are already cancelled. Request should be now created by the school where the learner is presently enrolled.
  - e. To facilitate approval of pending LIS change request, please submit letter request and supporting documents (copy of PSA/NSO Certificate of Live Birth, Form 137/138) addressed to SDS office and attention the Planning and Research Unit. Please do not wait for the system to close before submitting said documents.
3. For Kindergarten and Grade I pupils, please be reminded of DepEd Order No. 3, s. 2018 dated April 19, 2018. Also, for request and transfer of learner's school records, DepEd Order No. 54, s. 2016 dated June 30, 2016.
4. This office is expecting on **100%** finalization, submission and validation of BOSY once the facility is already available.
5. For information and compliance.

SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent



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