



RELEASED

January 21, 2019 DepEd, Division Office of Catanduanes

RECORDS SECTION

Date JAN 22 2019

Time: 8:20 AM

Initial/Signature: [Signature]

DIVISION MEMORANDUM

No. 25 s, 2019

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

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 (EoS) 2018-2019 please be informed that enrolment facilities and updating of learners profile are already open and available for the following:

Senior High School


- 1st semester updating, and
- 2nd semester enrolment

2. Reminder to those schools with toggle issues (change request and LRN approval) to submit request letter including copy of learners birth certificate and School Form 10/137 or 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 will be opened soon 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, DepEd Order No. 3, s. 2018 and DepEd Order No. 20, s. 2018. Deadline of encoding is on **February 22, 2019**. 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.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent