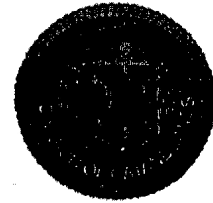





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



MEMORANDUM TO: Public Schools District Supervisors (PSDS)  
Elementary and Secondary School Heads

FROM :  JOSE L. DONCILLO, CESO VI  
Schools Division Superintendent

SUBJECT : **Submission of Printed List of Officially Enrolled Pupils/Students with complete data taken from the LIS Website on March 31, 2014**

Date : March 25, 2014

**RELEASED**

Div-Office of Catanduanes

**RECORDS SECTION**

DATE MAR 25 2014

TIME 3:30 pm

BY 

To ensure compliance of all schools in updating their learner profiles in the Learner Information System (LIS), all school heads through their Public Schools District Supervisor (for elementary level) are required to submit hard copy of List of officially enrolled pupils/students with complete data taken from **the LIS Website** with their corresponding adviser on or before March 31, 2014. Likewise the total enrolment in the LIS must tally with the total enrolment for SY 2013-2014 as of March 31, 2014.

Please indicate in **the cover** the User Name and Password used to Log-In in the LIS website.

**Strict compliance is hereby enjoined.**