

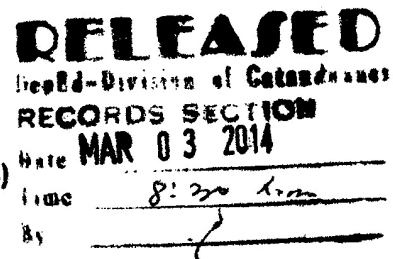


Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



February 28, 2014

DIVISION MEMORANDUM
No. 17, Series 2014




ACCESSING THE LEARNERS' INFORMATION SYSTEM (LIS)

**TO: HEADS OF PUBLIC ELEMENTARY
& SECONDARY SCHOOLS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALS COORDINATORS/FACILITATORS**

1. To ensure compliance on DepEd Order No. 67 s. 2011, DepEd Order No. 22, s. 2012 and DepEd Order No. 33, s. 2013, please be informed that www.lis.deped.gov.ph otherwise known as the **Learners' Information System (LIS)** website is now activated.
2. School heads and ALS Coordinators are instructed to download **Learners' Information System Version 2.0 User's Manual** as guide in updating their Learner Registry for School Year 2013-2014. The updating shall involve issuance of LRN to the learners who are not yet in the registry and updating of enrolment data and learner information.
3. The LIS shall be secured, as far as practicable, with the use of the most appropriate standard required by the information and communications technology industry. Further, in order to ensure that learner information are secured and protected, the collection, updating and processing of information shall be subject to the following accountabilities (DO No. 33, s. 2013):
 - a. The Class Adviser shall be responsible for collecting and updating information on learners in the formal school, ensuring that data captured is supported by appropriate legal documents;
 - b. The ALS Facilitator/Coordinator shall be responsible for collecting and updating information on learners in ALS, ensuring that the data captured is supported by appropriate legal documents and that sensitive learner information are protected from unauthorized access or disclosure;
 - c. The School Head shall be responsible for implementing necessary policies and procedures in his/her school to ensure that the collection and processing of learner's information is carried out in accordance with the guidelines provided in the Orders and that sensitive learner's information are protected from unauthorized access or disclosure.

4. The aforementioned parties are granted security clearance to have access to said information in the LIS in the specific areas of responsibility. No other party shall be granted access to any information in the system unless a request for such security clearance is submitted and approved by the office of the Secretary.
5. The Division Planning Unit (DPU) shall provide technical assistance to the schools and ALS implementers to ensure the timeliness, accuracy and completeness of data submitted and shall oversee the encoding of data for schools and CLCs with no access to Internet facilities.
6. Official School Forms can also be downloaded from the LIS Website.
7. Immediate dissemination of and strict compliance is directed.


JOSE L. DONCILLO, CESO VI
OIC, Schools Division Superintendent

References: DepEd Order (Nos 33, s. 2013, 22, s. 2012 and 67, s. 2011)
To be indicated in the Perpetual Index under the following subjects:

ALTERNATIVE LEARNING SYSTEM
DATA
FORMS
POLICY
PROGRAMS
PUBLIC
SCHOOLS
STUDENTS