



Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
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DIVISION MEMORANDUM

No: 136, s.2014

TO: PS District Supervisors
School Administrators/School In-Charge
LIS Coordinators and Class Advisers
Elementary and Secondary Schools
This Division

FROM: CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

SUBJECT: Learner Information System (LIS) Enrolment and Updating of Learner Profile for Beginning of SY (BOSY) 2014-2015

You are hereby informed that the Learner Information System (LIS) is already open for enrolment and updating of learner's profile for Beginning of SY (BOSY) 2014-2015. The learners enrolled in the LIS shall become the basis for this school year EBEIS Beginning of SY (BOSY) School Profile data namely; enrolment, balik-aral, repeaters, CCT, Indigenous People (IP), ALIVE, no. of classes and age profile of learners. Hence, all concerned personnel shall enroll and update every learner profile accurately.

Prior to the LIS activity, the following preparatory tasks must be undertaken at the school level:

1. All class advisers shall prepare a draft SF1 as basis for online enrolment indicating the date of enrolment of learner and late enrollees, repeaters, balik-aral, CCT recipient, Indigenous People (IP) data and ALIVE enrollees. Class advisers shall perform the encoding as they are familiar with their own learner's data. On the other hand, LIS coordinators shall give instructions and technical assistance to the class advisers.
2. School Head and/or the designated LIS Coordinator shall review and update the list of class advisers for SY 2014-2015.
 - a. For the new Class Adviser personnel, a personnel record shall be created including a default user account. In the *interim*, new class advisers shall be created through the List of Classes-Set Adviser facility. After the personnel record is created, the personnel is assigned to the class and a default username in the format of school_id + "_" + initial letters of first name and middle name + last name + last 2 digits of current SY (e.g. Personnel Name is Maria Antonio Flores for school id 301265, the default username is 301265_maflores14). A default password that is the same as the username is also created. The individual personnel may change his/her username and password. It is advised to use the individual's email account (preferably the deped.gov.ph, if he/she had been registered to the DepEd email system).
 - b. User accounts of outgoing (separated or retired) Class Advisers and volunteer teachers shall be disabled.
 - c. Review the List of Classes with the section names, grade/s offering and assign the Class Adviser. Change class definition, remove class or add additional class to a grade level as necessary.
 - d. In addition, if the class is part of a shifting schedule that is being implemented by the school, the appropriate data on shift (i.e. 1st Shift, 2nd Shift, 3rd Shift, 4th Shift) must be defined as an attribute of the Class.

Strict compliance of this memorandum is desired.