



Republic of the Philippines
Department of Education

CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

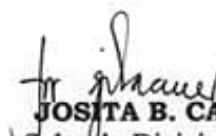
Date: September 16, 2020

Division MEMORANDUM
No. 327 , s. 2020

**LEARNER INFORMATION SYSTEM (LIS) FOR BEGINNING OF SCHOOL
YEAR 2020-2021 ENCODING OF LEARNERS' ENROLLMENT**

To : Public Schools District Supervisor/District In-Charge
Public and Private Elementary and Secondary School Heads
District Planning Officers, LIS Coordinators, School Registrars
Class Advisers
This Division

1. In support of the Basic Education Learning Continuity Plan (BE-LCP) in securing advance information of enrollment data and actual modality/ies being offered per school, the Learner Information System (LIS) Beginning of School Year (BOSY) 2020-2021 was deployed yesterday, September 15, 2020, 19 days ahead of the opening of classes.
2. This early deployment will help each level of governance in preparing and adjusting to the needs of the schools in the new normal. This will also help in planning and formulating solutions to any potential implementation issues.
3. Relative to this, all private and public schools are required to encode their learners enrollment data in the Learner Information System (LIS).
4. In addition, attached to this memo is the Basic Instruction and Rationale to the Minor Adjustment in the Learner Information System (LIS) BOSY 2020-2021 for more information and guidance.
5. For questions and queries regarding this, schools are encouraged to join this group in Facebook -DepEd SurSur Learner Information System (LIS) Enrollment Help Desk.
6. Widest dissemination of this memorandum is highly recommended.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
☎ (086) 211-3225
✉ surigaodelsur.division@deped.gov.ph



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Encl.: As stated

Reference: Advisory from the Office of the Director-Planning Service

To be indicated in the Perpetual Index
under the following subjects:

BEIS

Planning

LIS

UPG//DM- LIS BOSY

327/September 16, 2020



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
☎ (086) 211-3225
✉ surigaodelsur.division@deped.gov.ph



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ADVISORY

September 15, 2020

Basic Instruction and Rationale to the Minor Adjustment in the Learner Information System (LIS) BOSY 2020-2021

1. Deployment of the BOSY facility prior to the actual opening of classes

In support of the Basic Education Learning Continuity Plan (BE-LCP), securing advance information of enrolment data and actual modality/ies being offered per school will help each level of governance in preparing and adjusting to the needs of the schools in the new normal. Further, this will help in planning and formulating solutions to any potential implementation issues.

2. Date of Official Enrollment (DOOE).

Since the BOSY facility was deployed ahead of the opening of classes, the date of first attendance will no longer be needed. Instead, this will be **replaced by the date of official enrollment (DOOE)**. The DOOE is the date when the teacher confirmed (i.e. through phone call etc) the learner's enrolment with the parent/guardian or the adult learner after the initial enrollment through the LESF submission. Learners who submitted the LESF but later decided to (1) enroll in another school or (2) will no longer enroll in the coming school year will not be enrolled through the LIS BOSY facility.

3. Transfer of learner to another school after date of official enrollment was encoded The existing transfer facility will handle the transfer transaction. As per the usual transfer transaction, the actual date of confirmation of transfer/enrollment is required. The date of each transaction shall be sequential.

4. Generation of School Form 1, School Form 2 (attendance) and School Form 5 (promotion)

Adjusted SF 1 is now available for download.

Adjusted SF 2 will be available for download beginning October 5, 2020 (tentatively).

Adjusted SF 5 -For Kinder to Grade 10 will be available during the EoS.

-For SHS will be available on December 2020

5. Dashboard for monitoring of Enrolment with Modality will become available soon.

6. Additional data/information will be collected such as:

- Modality (available)
- Country of Citizenship (available)
- Zip Code and permanent address of learner (for deployment)
- Tagging of LESF data for incoming Kindergarten, Balik Aral, and other learners who are not yet LESF-tagged (for deployment)



Balilihan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
surigaodelsur.division@deped.gov.ph



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ANNOUNCEMENT

Learner Information System
 September 15, 2020

LIS for BOSY 2020-2021 is now open for encoding. Please also be advised that the following facilities are now available:

- **Date of Official Enrolment**
 • Previously Date of First Attendance
- **Description of official enrolment**
 • Date of confirmation from parent or guardian that the learner is certain and the decision to participate in learning sessions in whatever mode is considered final.

The screenshot shows a form with a field labeled 'Date of Official Enrolment' which has a date picker set to 09/15/2020. Below it, a text box contains the instruction: 'Date of confirmation from parent or guardian that the learner is certain and the decision to participate in learning sessions in whatever mode is considered final.'

ANNOUNCEMENT

Learner Information System
 September 15, 2020

- **Tagging of Country of Citizenship**
- **Tagging of Actual Modality**
 • These facilities can be found in the lower portion of the learner's profile.

The first screenshot shows a dropdown menu for 'Country of Citizenship' with 'Philippines' selected. The second screenshot shows a dropdown menu for 'Actual Modality' with 'Initial (Face)' selected. Other options visible include 'Initial (English)', 'Online', 'Educational TV', 'Radio-based Instruction', 'Homebased Learning', and 'Distance'.

ANNOUNCEMENT

Learner Information System
 September 15, 2020

- **Tagging of Conditional Cash Transfer (4ps) for private schools**

The screenshot shows a form with a checkbox labeled 'Conditional Cash Transfer' which is checked. Below it, there is a text box with the instruction: 'Private Language and Literacy Values Education. Alternative delivery mode.'

ANNOUNCEMENT

Learner Information System
 September 15, 2020

- **Inclusion of Actual Modality in School Form 1 (SF1)**

The screenshot shows a table titled 'School Form 1 (SF1) School Register'. The table has columns for 'Learner', 'School', 'Grade', 'Section', 'Enrollment Date', 'Enrollment Status', 'Actual Modality', 'Remarks', and 'Signature'. The 'Actual Modality' column is highlighted in red.



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