



Republic of the Philippines
Department of Education

CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: September 22, 2020

Division MEMORANDUM
No. 320, s. 2020

**ONLINE ORIENTATION ON THE USE OF LEARNER INFORMATION
SYSTEM (LIS) FACILITIES FOR SCHOOL YEAR 2020-2021**

To : Public Schools District Supervisor/District In-Charge
Newly-Appointed Administrative Office II/ LIS Coordinators
This Division

1. The Department of Education (DepEd) has implemented the Learner Information System (LIS), a secured facility management where the basic learner information is captured, stored and accessed to establish an accurate and reliable registry of learners. The LIS has unique facilities to be used from the Beginning (BOSY) until the End of the School Year (EOSY).
2. Per issued Office Memorandum No. 127, s. 2020 dated September 15, 2020, part of the duties and functions of the newly-appointed Administrative Officer II will be to act as Planning Officer of their respective area of assignment.
3. Thus, there is a need to orient these Administrative Officers on the use of the system especially on the enrollment, housekeeping and updating of learners' profile and the updating of school profiles and accounts.
4. In line with this, there will be an online orientation on the use of Learner Information System for the newly assigned Administrative Office II tomorrow, September 23, 2020 at 9:00 in the morning through google meet.
5. Participants are advised to join the telecom 10 minutes before the assigned schedule by using this code - meet.google.com/otb-socy-yfv.
6. Widest dissemination of this memorandum is highly recommended.

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Schools Division Superintendent



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Encl.: As stated

Reference: Division Office Memo No. 127, s. 2020

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

BEIS

Planning

LIS

UPG//DM- LIS ORIENTATION FOR AOs
220/September 22, 2020



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