



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

March 01, 2023

DIVISION MEMORANDUM

No. 121, s. 2023

**VIRTUAL MEETING ON THE INTEGRATION OF QUARTERLY GRADES TO
AND HOUSEKEEPING OF LEARNERS' RECORDS IN THE LEARNER
INFORMATION SYSTEM (LIS)**

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Planning Officer III
Elementary and Secondary ICT Coordinators I
Elementary and Secondary School Heads
All Other Division Personnel

This Division

1. The field is hereby informed to attend the virtual meeting on the encoding of quarterly grades in the LIS on March 6, 2023, from 1:00 PM to 5:00 PM via MS Teams through <https://tinyurl.com/yphn85nw>.
2. Further, the meeting will also tackle the Divisions' preparation for the End of the School Year housekeeping of learners' records in the Learner Information System (LIS).
3. Lastly, participants who don't have internet connection at school may proceed to another school, in the conference room of the Division Office, or anywhere within the Division where internet connection is available and accessible for the purpose of joining the virtual meeting and within the prescribed time frame only.






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4. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

5. Immediate and wide dissemination of this memorandum is desired.


VICTOR G. DE GRACIA JR., PhD, CESO V
Assistant Regional Director
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent

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

MEETINGS

