



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

Office of the Schools Division Superintendent

September 19, 2023

DIVISION OFFICE MEMORANDUM
No. 398, s. 2023

**ENCODING AND UPDATING OF LEARNERS' RECORDS IN THE
LEARNER INFORMATION SYSTEM FOR SY 2023-2024**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Planning Officer III
SEPS, SMME
Education Program Supervisor-SGOD
Education Program Supervisor/Technical Assistance Provider, CID
Division ITO
School Heads in Public and Private Schools
This Division

1. This is to inform the field that the enrolment facility/module in the Learner Information System is now up and open for School Year 2023-2024 and in line with the provisions of **Deped Order No. 3 s. 2018** re; **Basic Education Enrolment Policy**, all schools both public and private are mandated to enroll all their learners.

2. Further, in line with good data management practices such as but not limited to submission, storage, processing, retrieval and utilization, the Office sets the following timeline as basis and reference to ensure efficiency in terms of data submission and reporting.

Date	Activities	Remarks/Milestone/Achievement
9/18/2023	Adding of Classes in the LIS	All Classes are created in the LIS
9/19-22/2023	Encoding of Learners in the LIS	Learners are encoded in the LIS
9/25/2023	Encoding/Updating of Learners in the LIS	All schools have enrolled 99% of their learners in the LIS



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 555-0475
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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9/26/2023 to 06/14/2024	Updating of Learners records/Housekeeping	All schools have resolved all learner's issues, attained 100% enrolment, and finalized the LIS account for SY 2023-2024
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3. 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.

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


RANDOLPH B. TORTOLA 
Schools Division Superintendent

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

KBA



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