



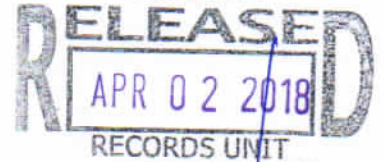
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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March 26, 2018

DIVISION OF CITY SCHOOLS
MARIKINA




DIVISION MEMORANDUM

No. 88, s. 2018

**LEARNER INFORMATION SYSTEM (LIS) SCHOOL FORMS
REPORT GENERATION**

To: Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Heads
Officers-In-Charge
Public & Private Schools

1. Enclosed is **DepEd Memorandum No. DM-PFO-2018-0411** dated March 24, 2018 from **Hon. Jesus L.R. Mateo**, Undersecretary, Department of Education entitled “**LIS School Forms Report Generation**”, content of which is self-explanatory, for information and compliance of all concerned.
2. Particular attention is invited to **paragraph nos. 3 and 4** of the said DepEd Order.
3. Immediate and wide dissemination of this Memorandum is desired.


SHERYLL T. GAYOLA


Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: As stated.

Tanggapan ng PangalawangKalihim
Office of the Undersecretary

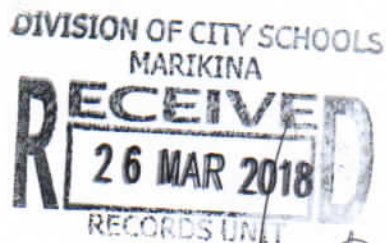
MEMORANDUM
DM-PFO-2018-0411

TO: All Regional Directors
All Schools Division Superintendents
All School Heads

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: LIS School Forms Report Generation

DATE: March 24, 2018



This is in relation to the on-going preparation of End of School Year (EoS) reports at the school level as stipulated in DepEd Order No. (DO) 11, s. 2018. This Office has received feedback, through various channels, on the difficulty in downloading of School Forms (SFs) with pre-loaded data from the Learner Information System (LIS) due to congestion brought about by the huge volume of users and other technical issues. In order to resolve this difficulty, the Information and Communications Technology Service (ICTS) is in the process of undertaking system improvement measures.

In the interim, this Office shall allow the relaxing of some provisions of DO 11, s. 2018, particularly *Item no. 2, paragraphs 2 and 3 on page 4; paragraph 1, sentences 1 to 4 on page 7; and item no. 2.2 on page 8.*

Class advisers experiencing difficulty in downloading of SFs from the LIS may use SFs available through direct download in the DepEd website under the School and ALS Forms section of the Resources tab (<http://deped.gov.ph/resources/downloads/school-forms>). Class advisers are likewise allowed to adjust/correct the LIS downloaded SFs for the current school year.

The instruction for the school system administrator to sign/initial on the SFs shall remain in effect. In addition, he/she must also affix a notation on each record with discrepancy in the system vis-à-vis manually-prepared/adjusted SFs. The school head, being the official accountable for all learners' records in the school, shall ensure all necessary adjustment will be done once LIS normalizes.

All other provisions of DO 11, s.2018 shall remain in effect and shall be implemented in full beginning SY 2018-2019.

For your information and guidance.

Planning Service

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