



Office of the City Schools  
Division Superintendent

Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City




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MEMORANDUM

No. 137, s. 2015

To : PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS  
LIS COORDINATORS  
HOMEROOM ADVISERS

From :   
DEE D. SILVA  
Assistant Schools Division Superintendent  
Officer-In-Charge

Subject : GUIDELINES IN THE UPDATING OF THE LEARNER  
INFORMATION SYSTEM (LIS) FOR BEGINNING OF  
SCHOOL YEAR (BOSY) 2015-2016

Date : JULY 16, 2015

Pursuant to DepED Order No. 026, s. 2015, this office is issuing this memorandum to guide the School Heads, LIS Coordinators, and Homeroom Advisers in the updating of the Learner Information System (LIS).

1. For the BOSY 2015-2016, the learners' profile, especially their status, ethnicity, and mother tongue/dialect, shall be updated. These fields are marked with asterisk (\*) indicating that these are required entries. Classes with un-updated learners' profile will not be closed in the LIS.
2. For the creation of LRNs of learners from Grades 2 and above, the following are the required documents: (a) Letter request signed by the School Head; (b) Birth Certificate / Form 137 / other supporting document/s that would legally establish the identity of the learner. Request to create new LRNs shall only be filed after thoroughly checking the LIS database for the learners' LRN.
3. For the request to un-enroll learner/s, the following documents are required: (1) Letter request signed by the School Head; (2) SF 2 as of June 2015 showing the learner/s first day of attendance. The table below shall be used as a template in listing the learners requested to be un-enrolled.

LRN	Last Name	First Name	Middle Name	Birthday (YYYY-MM-DD)	Reason for Un- enrollment

For immediate dissemination and strict compliance.