



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region XI
 Division of Digos City



Office of the Schools Division
 Superintendent

Telefax: (082) 553 – 8396; 553-8376

Memorandum

No. 298 s. 2015

To: SCHOOL HEADS/ADMINISTRATORS
 PUBLIC AND PRIVATE JUNIOR HIGH SCHOOLS

From: DEE D. SILVA, DPA, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge

For and in the Absence of the Officer-in-Charge:


 OLIVIA P. MIRANDA, MPA. CESE
 OIC – ASDS

Subject: ORIENTATION FOR LIS ENROLMENT

Date: NOVEMBER 10, 2015



1. In pursuance to DpeEd Order No. 41, s. 2015, entitled, “Senior High School Career Guidance Program and Early Registration and DepEd Order No. 48, s. 2015, “Amendment to DepEd Order No. 41, s. 2015, class advisers shall register the students for SHS and submit their preference/s through the Learner Information System (LIS) from November 9 to 29, 2015.

2. In this regard, the Division SHS Coordinator in coordination with the Planning Office and IT Coordinator will be conducting an orientation for the School Heads/SHS Coordinators and Grade 10 Class Advisers on the procedural guide for the encoding of the learners’ preference/s in the LIS, on November 12, 2015 at the Digos City Division Office Conference Room at 8:00 AM to 12:00 NN for the public schools and 1:00 – 5:00 PM for the private schools. Further, the communication system which the Division of Digos City will establish will be discussed during the orientation.

3. Participants to this orientation are the following:

Public Schools

Name of School	Number of Participants		
	School Head/SHS Coordinator/ICT Coordinator	Gr. 10 Class Adviser	Total
DiCNHS (Main)	2	42	44
DiCNHS Balabag Annex NHS	1	1	2
DiCNHS Igpit Annex NHS	1	2	3
DiCNHS Matti Annex NHS	1	2	3
DiCNHS Soong Annex NHS	1	1	2
Kapatagan NHS	1	4	5
Ruparan NHS	1	2	3
Total	8	54	62

Private Schools

Name of School	Number of Participants		
	School Head/ SHS Coordinator	Gr. 10 Class Adviser	Total
Cor Jesu College-BED	1	4	5
Digos Central Adv. Acad.,Inc.	1	2	3
Holy Cross Academy, Inc	1	4	5
Polytechnic College of Davao del Sur, Inc	1	2	3
Cavite Bible Baptist Church and Schools, Inc., (Digos City Branch)	1	1	2
Total	5	13	18

4. **Private school participants** are requested to bring their laptops/Netbooks and extension wires to facilitate the discussion of the guidelines.

5. Snacks will be served chargeable against downloaded fund for the CGAP while traveling and other incidental expenses of the participants shall be charged against School MOOE/Local funds/Institutional funds, all subject to the usual accounting and auditing rules and regulation.

3. For information, dissemination and compliance.