DIVISION MEMORANDUM  
No. 171, s. 2018  
February 20, 2018

ENCODING OF EARLY REGISTRATION REPORT IN THE LEARNER INFORMATION SYSTEM (LIS)

To:  All Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
School LIS Coordinators

1. The encoding and updating of Early Registration in the Learner Information System (LIS) Module for Kinder, Grade 1, Grade 7 and Grade 11 entrants will be closing on February 23, 2018 (Friday). However, it was observed that only few schools are updating their Early Registration Entries in the system.

2. In view of this, all School Heads are directed to update the Early Registration Report in the LIS under the Early Registration Tab on or before February 23, 2018. Once encoded, the school can still encode additional data or enrollee in the system by clicking the “update” button.

3. Failure to comply on the said report will be dealt accordingly.

WINNIE E. BATOON, EdD, CESE  
Officer in Charge  
Office of the Schools Division Superintendent

For and in the absence of the OIC-SDS:

MELANIE P. ESTACIO, PhD, CESE  
Officer in Charge  
Office of the Assistant Schools Division Superintendent

Enclos: List Enclosures  
References: DO 3, s. 2018  
To be indicated in the Perpetual Index under the following subjects:  
PLANNING LIS  
EARLY REGISTRATION REPORT  

ana: encoding of early registration report in the learner information system (lis)  
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