



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

21 October 2022

DIVISION MEMORANDUM

No. 414 s.2022

**MONTHLY MONITORING AND SUBMISSION OF DOCUMENTS
FOR LEARNERS WITH LIS ISSUES**

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Public Elementary and Secondary School Heads and Principals
All Private Schools and State University Principals
CID and SGOD Personnel
All Others Concerned

1. The Learner Information System (LIS) plays a vital role in the Department of Education. It is a web-based system for registering, enrolling, and maintaining data on learners in formal and non-formal systems of Basic Education.
2. LIS enrollment registered before the schedule cut-off date will serve as basis in the finalization of allocation of crucial resources, particularly the School Maintenance and Other Operating Expenses (MOOE), Teacher Items, Learning Resources, among others.
3. During the process of enrolling learners in the LIS, several issues encountered like LRN approval, enrollment of ineligible, enrollment with gap, and learner with enrollment dispute. These LIS issues will greatly affect the actual number of learners to be registered officially in the system.
4. Thus, all **LIS Coordinators** in the formal school and ALS are directed to report to the SGOD – Planning and Research Section to resolve all LIS pending issues. Please bring the following documents:
 - a. School Form 9 or School Form 10
 - b. Birth Certificate
 - c. Affidavit of Undertaking
5. Schedule of reporting and submission of documents by schools and by districts is found in the enclosure.
6. For guidance and strict compliance.

CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



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Encl.: As Stated
Reference: DO 27, s 2019 & Memorandum
To be indicated in the Perpetual Index
under the following subjects:

FORMS
SCHOOLS

LEARNERS
TEACHERS

RRB/DM – monthly monitoring and submission of documents
For learners with lis issues
October 21, 2022



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Enclosure 1.

Schedule of Reporting and Submission of Documents

Date	Time	School District	Schools
Nov. 7, 2022	Morning Afternoon	Central District South District	All LIS Coordinators (Elementary, Secondary, & ALS)
Nov. 8, 2022	Morning Afternoon	East I East II	All LIS Coordinators (Elementary, Secondary, & ALS)
Nov. 9, 2022	Morning Afternoon	North I North II	All LIS Coordinators (Elementary, Secondary, & ALS)
Nov. 10, 2022	Morning Afternoon	West I West II	All LIS Coordinators (Elementary, Secondary, & ALS)
Nov. 11, 2022	Morning Afternoon	Southwest I Southwest II	All LIS Coordinators (Elementary, Secondary, & ALS)
Dec. 12, 2022	Morning Afternoon	Central District South District	All LIS Coordinators (Elementary, Secondary, & ALS)
Dec. 13, 2022	Morning Afternoon	East I East II	All LIS Coordinators (Elementary, Secondary, & ALS)
Dec. 14, 2022	Morning Afternoon	North I North II	All LIS Coordinators (Elementary, Secondary, & ALS)
Dec. 15, 2022	Morning Afternoon	West I West II	All LIS Coordinators (Elementary, Secondary, & ALS)
Dec. 16, 2022	Morning Afternoon	Southwest I Southwest II	All LIS Coordinators (Elementary, Secondary, & ALS)
Jan. 9, 2023	Morning Afternoon	Central District South District	All LIS Coordinators (Elementary, Secondary, & ALS)
Jan. 10, 2023	Morning Afternoon	East I East II	All LIS Coordinators (Elementary, Secondary, & ALS)
Jan. 11, 2023	Morning Afternoon	North I North II	All LIS Coordinators (Elementary, Secondary, & ALS)
Jan. 12, 2023	Morning Afternoon	West I West II	All LIS Coordinators (Elementary, Secondary, & ALS)
Jan. 13, 2023	Morning Afternoon	Southwest I Southwest II	All LIS Coordinators (Elementary, Secondary, & ALS)
Feb. 13, 2023	Morning Afternoon	Central District South District	All LIS Coordinators (Elementary, Secondary, & ALS)
Feb. 14, 2023	Morning Afternoon	East I East II	All LIS Coordinators (Elementary, Secondary, & ALS)
Feb. 15, 2023	Morning Afternoon	North I North II	All LIS Coordinators (Elementary, Secondary, & ALS)
Feb. 16, 2023	Morning Afternoon	West I West II	All LIS Coordinators (Elementary, Secondary, & ALS)
Feb. 17, 2023	Morning Afternoon	Southwest I Southwest II	All LIS Coordinators (Elementary, Secondary, & ALS)
Mar. 6, 2023	Morning Afternoon	Central District South District	All LIS Coordinators (Elementary, Secondary, & ALS)
Mar. 7, 2023	Morning Afternoon	East I East II	All LIS Coordinators (Elementary, Secondary, & ALS)
Mar. 8, 2023	Morning Afternoon	North I North II	All LIS Coordinators (Elementary, Secondary, & ALS)
Mar. 9, 2023	Morning Afternoon	West I West II	All LIS Coordinators (Elementary, Secondary, & ALS)
Mar. 10, 2023	Morning Afternoon	Southwest I Southwest II	All LIS Coordinators (Elementary, Secondary, & ALS)



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Apr. 10, 2023	Morning Afternoon	Central District South District	All LIS Coordinators (Elementary, Secondary, & ALS)
Apr. 11, 2023	Morning Afternoon	East I East II	All LIS Coordinators (Elementary, Secondary, & ALS)
Apr. 12, 2023	Morning Afternoon	North I North II	All LIS Coordinators (Elementary, Secondary, & ALS)
Apr. 13, 2023	Morning Afternoon	West I West II	All LIS Coordinators (Elementary, Secondary, & ALS)
Apr. 14, 2023	Morning Afternoon	Southwest I Southwest II	All LIS Coordinators (Elementary, Secondary, & ALS)
May. 8, 2023	Morning Afternoon	Central District South District	All LIS Coordinators (Elementary, Secondary, & ALS)
May. 9, 2023	Morning Afternoon	East I East II	All LIS Coordinators (Elementary, Secondary, & ALS)
May. 10, 2023	Morning Afternoon	North I North II	All LIS Coordinators (Elementary, Secondary, & ALS)
May. 11, 2023	Morning Afternoon	West I West II	All LIS Coordinators (Elementary, Secondary, & ALS)
May. 12, 2023	Morning Afternoon	Southwest I Southwest II	All LIS Coordinators (Elementary, Secondary, & ALS)



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