



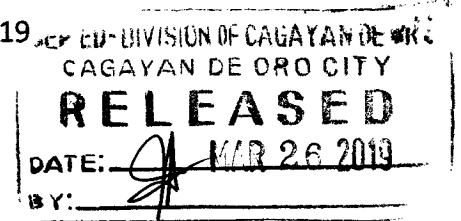
Republic of the Philippines  
Department of Education  
Region X - Northern Mindanao  
**DIVISION OF CAGAYAN DE ORO CITY**  
*Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City*



March 26, 2019

**DIVISION MEMORANDUM**

No. 241 s. 2019



**DISSEMINATION OF DEPED MEMORANDUM DM-PFO-2018-0411  
(LIS School Forms Report Generation)**

TO: Elementary School Administrators  
Secondary School Administrators  
Public and Private Schools  
This Division

1. For the information and guidance of all concerned, enclosed is a copy of DepEd Memorandum DM-PFO-2018-0411 dated March 24, 2018 from the Office of Undersecretary Jesus L.R. Mateo re **LIS School Forms Report Generation**.
2. For strict compliance.

*Jonathan S. Dela Peña*  
for: JONATHAN S. DELA PEÑA, Ph.D., CESO V  
Schools Division Superintendent




Republic of the Philippines  
Department of Education  
Region X - Northern Mindanao  
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**Tanggapan ng PangalawangKathim**  
*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-a-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 Section*