

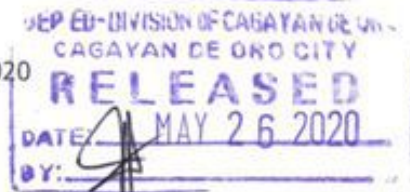


Republic of the Philippines  
**Department of Education**  
REGION X

**SCHOOLS DIVISION OF CAGAYAN DE ORO CITY**

**Office of the Schools Division Superintendent**

May 26, 2020



**DIVISION MEMORANDUM**

No. 255 s. 2020

**DISSEMINATION OF DEPED MEMORANDUM DM-PFHRODFOICO-2020-00173**

(Clarification on the Checking of School Forms and LIS Class Finalize and Submission for End of the School Year (EOSY) 2019-2020)

**To: Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned  
This Division**

1. For the information and guidance of all concerned, enclosed is a copy of DepEd Memorandum DM-PFHRODFOICO-2020-00173 dated May 18, 2020 from USEC Jesus L.R. Mateo *re Clarification on the Checking of School Forms and LIS Class Finalize and Submission for End of the School Year (EOSY) 2019-2020.*
2. Immediate and strict compliance of this Memorandum is desired.

  
**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent

Reference:

DepEd Memorandum DM-PFHRODFOICO-2020-00173

To be indicated in the Perpetual Index



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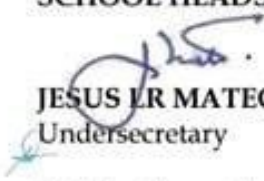
Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
Office of the Undersecretary

MEMORANDUM

DM-PFHRODFOICO-2020-00173

TO : ALL REGIONAL DIRECTORS  
BARMM SECRETARY  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS

FROM :   
JESUS LR MATEO  
Undersecretary

SUBJECT : Clarification on the Checking of School Forms and LIS Class Finalize  
and Submission for End of School Year (EoS)

DATE : 18 May 2020

This office would like to commend all teachers, school heads and the planning and research unit of every division for exerting their best efforts in updating the Learner Information System (LIS). Understandably, the limitation of physical activities in schools due to community quarantine contributed to the low percentage of class finalized and school submission in the system.

In light of concerns and queries on the conduct of the School Checking or Reading of Forms for the finalization of class report thru LIS, schools and the schools division offices shall consider the following:

1) While this protocol is ideal in a normal scenario, the national health emergency due to covid-19 pandemic prevented many Division Checking Committee to undertake the actual checking. We want to give emphasis that with or without the checking of school forms, the sole responsibility and accountability for school records and reports whether hard copy or electronic data including report in LIS lies with the **school head** as per paragraph 5 of Deped Order 4 s.2014. The School Head is accountable for any discrepancies found in school report and LIS.

2) The Advisory issued by this office dated March 17, 2020 suspended the face to face checking of school forms in circumstances that this mode is not safe. The online checking is highly encouraged. However, some schools may find online checking not technically doable, therefore, checking may be conducted in later date as possible or even after the school submission in LIS. Given this due consideration, the *class adviser*, being the custodian of learner's record *may finalize class* whenever he/she is confident that all entries in LIS are accurate and with appropriate supporting document. In case of pending data issues/inconsistencies the school *LIS coordinator* shall make necessary action and make notation to ensure that corrections shall be applied in the system whenever it is possible as instructed in DepEd Order 11, 2018.

For further clarification, please send email to Office of the Director, Planning Service thru [ps.od@deped.gov.ph](mailto:ps.od@deped.gov.ph).

For guidance and appropriate action.