



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

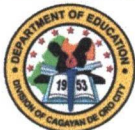
August 22, 2022

Division Memorandum
No. 327 s. 2022

**ENROLMENT OF KINDER TO GRADE 12 AND ALS LEARNERS IN THE
LEARNER INFORMATION SYSTEM (LIS) FOR SCHOOL YEAR 2022-2023**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
ALS District Coordinators
Public and Private Schools
Tech-Voc Schools offering Senior HS
LIS Coordinators
All Other Concerned
This Division

1. In compliance with DepEd Order No. 35, s. 2022, public and private schools and Community Learning Centers (CLCs) are directed to enroll all confirmed Kindergarten to Grade 12 and ALS learners in the Learner Information System (LIS) starting the first week of opening of classes.
2. Following the same process in updating the enrollment status of learners at the Beginning of the School Year (BOSY Encoding), the enrollment status of learners in the school's registry shall be updated based on their SF9 (Learner Progress Report Card).
3. For learners who moved/transferred out from Private Schools but still have outstanding financial obligations, the receiving public school is instructed to accommodate the learner and assist the parent in the execution of an affidavit of undertaking, as stipulated in DO 3, s. 2018.
4. The originating private school, within 30 calendar days upon receipt of electronic notification of transfer through the LIS portal – tracking/transfer facility, is requested to review the validity of the request and take required action by confirming the transfer request and clicking the unsettled account check box to tag/mark in the system that the learner is just temporarily enrolled in the current school, consistent with the Section V-C of DO 3, s. 2018.
5. For learners from ALS to Formal, ALS A&E Certificate and/or Portfolio Assessment Certificate shall be used as enrollment eligibility documents.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

6. For learners from Formal to ALS Program or from ALS CLC to another CLC, ALS teachers shall encode using the accomplished and signed Modified ALS Form 2 with supporting documents establishing the identity of the learner.
7. For guidance and strict compliance.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph