



March 17, 2020



DIVISION MEMORANDUM
NO. 90, s. 2020

**LEARNER INFORMATION SYSTEM (LIS) END-OF-SCHOOL YEAR (EOSY) 2019
2020 UPDATING**

To: School Heads
Public and Private Schools, SUCs and LUCs
This Division

1. The facility for the End-Of-School Year (EOSY) updating is now available in the Learner Information System (LIS). All school heads in public and private schools, SUCs and LUCs are directed to update the EOSY status of the learners taking into consideration the guidelines stipulated in DepEd Memorandum No. 42, s. 2020 entitled "Guidelines for the Remainder of School Year 2019-2020 in Light of COVID-19 Measures".
2. The EOSY status of the learner shall be updated based on the following guidelines, per DepEd Order No. 14, s. 2016:
 - a. *Promoted* is the status of a learner who has achieved a final grade of at least 75% in all learning areas. The learner will be promoted to the next grade level. In the system, if no other status is selected, the learners is tagged as "*Promoted*";
 - b. *Conditionally Promoted* is the status of a learner who did not meet expectations in at most two learning areas. The learner must pass remedial classes, for learning areas where he/she failed, in order to be promoted to the next grade level. Otherwise, the learner is retained in the same grade level;
 - c. *Retained* is the status of a learner who did not meet expectations in at least three learning areas. The learner remains in the same grade level;
 - d. *Transferred Out* is the status of a learner who transferred to another school within the SY. The tagging of the learner as a transferee will be the responsibility of the receiving school. The system will automatically update the status of the learner as "*Transferred Out*" once the originating school tags the learner as "*No Longer in School*", the receiving school enrolls the learner, and both schools have finalized their EOSY master list; and
 - e. *Dropped Out* is the status of a learner who left the school and did not complete the full term for reasons other than transferring to another school. The system will automatically update the status of the learner as "*No Longer in School*" and he/she is not enrolled in another school.
3. Class advisers of public schools and designated LIS school system administrators of private schools, SUCs and LUCs offering elementary and secondary education must ensure that all the learners' statuses are updated. School Heads (SHs) must ensure the accuracy and completeness of the school's EOSY submissions before these are finalized in the LIS.





4. The generation of the School Forms 5 and 6 will be available in the LIS upon a school's finalization of its EOSY submission.
5. The School Division Superintendent, through the School Governance and Operations Division – Planning and Research Unit (SGOD-PRU), and the Information Technology Officer (ITO), shall jointly provide technical assistance and resources as necessary, to the schools to ensure compliance to the guidelines of the EOSY updating in the LIS.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

References: DepEd Order No. 14, s. 2016
DepEd Memo No. 42, s. 2020

To be indicated in the Perpetual Index
Under the following subjects:

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INFORMATION TECHNOLOGY

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