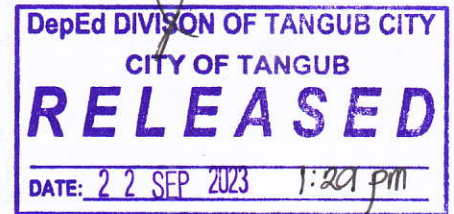




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



19 September 2023

DIVISION MEMORANDUM

No. 317 s. 2023

**UPDATING OF ENROLMENT FOR LEARNER INFORMATION SYSTEM
BEGINNING OF THE SCHOOL YEAR (LIS-BOSY) 2023-2024**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District In-Charge
School Heads, Public and Private

1. The Learner Information System (LIS) is now open for encoding of enrolment for Beginning of the School Year (BOSY) 2023-2024 starting **September 18, 2023 up to October 30, 2023**.
2. The following system users are reminded on their roles and responsibilities in the management of the system:
 - a. School Heads – shall be responsible for implementing necessary policies and procedures in his/her school to ensure that the collection and processing of learner's information is carried out in accordance with the guidelines provided in the policies and that sensitive information are protected from unauthorized access or disclosure;
 - b. System Administrators – maintain school LIS/BEIS accounts (username and passwords) and mentors other school personnel in the online encoding;
 - c. Class Adviser – shall be responsible for collecting and updating information on learners in the formal school, ensuring that data captured is supported by appropriate legal documents.
3. System users are strongly encouraged to be mindful in processing learners' data as it is part of the professional standard set for School Heads and teachers.
4. This Office directs the immediate dissemination and compliance of this Memorandum.

SHAMBAH A. ABANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent



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