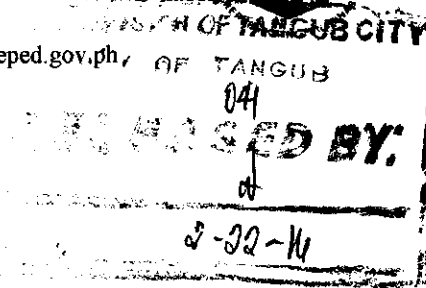


Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
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Division Memorandum

No. 41 s. 2016

To: **Private Schools Administrators
NMSC High School Principal
This Division**

From: **VICTORIA V. GAZO, Ph.D., CESO V**
Schools Division Superintendent

Subject: **LIS Updating for Private Schools and SUC**

Date: **February 22, 2016**

1. Starting school year 2015-2016, all private schools and SUCs are required to utilize the Learners Information System (LIS), an online database of all the learners in basic education.
2. In order to create a reliable and accurate database, the Division of Tangub City, through the Planning Section, will conduct an LIS Database Housekeeping Workshop on February 26, 2016 at the Division Office Multi-Purpose Hall, 8:00 - 11:45 in the morning.
3. Objectives of this housekeeping workshop are the following:
 - a. Correct learner's basic profile (name, birthdate, name of parents, ethnicity, mother tongue, etc.)
 - b. Correct learners with one-day advance in birthdate (ex. Correct birthday is January 1, 2008 but reflected in the system is January 2, 2008)
 - c. Correct multiple LRN (e.g. the learner has two or more Learner Reference Number)
 - d. Change in grade level
 - e. Transfer of section
 - f. Add/remove personnel
 - g. Status update (transferred-in, transferred-out, No Longer in School)
 - h. Other matters
4. Expected participants to this workshop are private school principals and LIS system administrator including Northwestern Mindanao State College.
5. Participants are requested to bring any device with internet connectivity that can access the online system (e.g. laptop computers, smart phones, tablets).
6. For strict compliance.