



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off, Baguio City
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DIVISION MEMORANDUM

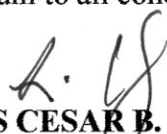
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DepEd DIVISION OF
BAGUIO CITY
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**Learners' Information System (LIS) Housekeeping and Updating
for School Year 2015-2016**

To: **All Public School Heads
LIS Coordinators and Class Advisers**

1. As per advisory posted in the official LIS help desk of the Department of Education dated December 10, 2015 please be informed of the following opened facilities:
 - a. **Updating of Enrolment**- late enrolment and Transferred-In (T.I) can now be registered in the system. Learner who is no longer attending classes (except those who transferred to other school) can be tagged as No Longer in School (NLS) status;
 - b. **Correction of Basic Profile**- name, date of birth and gender can be corrected based on the learner's birth certificate and similar valid references. Class advisers can request correction subject for review and approval of the school head;
 - c. **Correction of Other Data**- to correct/update name of parent, address, ethnicity, mother tongue and religion please review manual provided in Support tab; and
 - d. **Creation and Correction of LRN**. Upon registration of new entrant, a LRN will be automatically issued to the Public Kinder and Grade 1 learner. For grade 2 and above, issuance of new LRN is subject for review and approval of the Division Planning and Research Section;
2. For newest and other facility deployment and instruction, please read/review the advisory page or welcome message before clicking the close window button. Schools may also find the provided tutorial videos available in Support tab.
3. All public schools are encouraged to join the Learners Information System (LIS) version 2.0 Help Desk FB group and the DepEd Baguio BEIS/LIS Help Desk FB group for other updates.
4. Immediate and wide dissemination of this Memorandum to all concerned is desired.


FRANCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent