



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
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DEPED DIVISION OFFICE  
BAGUIO CITY  
MAY : 3 2016  
RELEASED

DIVISION MEMORANDUM

No. 137, s. 2016

**Public Senior High School Learner Information System (LIS) Enrolment for  
School Year 2016-2017**

To: **All Public Secondary School Heads  
LIS Coordinators**

1. Enrolment of Senior High School (SHS) students through LIS is now open as per DepEd Order No. 25, s. 2016 entitled Commencement of Senior High School Enrolment for School Year 2016-2017.
2. Starting June 17, 2016, the facility to finalize the enrolment list for each class shall be made available. The class adviser shall encode each learner's "Date of First Attendance". The "Finalize" action shall mark all learners with no Date of First Attendance and prompt the user to either provide a valid date or confirm the finalization. After finalization is confirmed, learners with no Date of First Attendance shall no longer appear in the class' enrolment list.
3. For complete details of the SHS enrolment please refer to page 3 of DepEd Order No. 25, s. 2016.
4. Immediate and wide dissemination of this Memorandum to all concerned is desired.

  
**FRANCIS CESAR B. BRINGAS, CESO VI**  
Schools Division Superintendent