



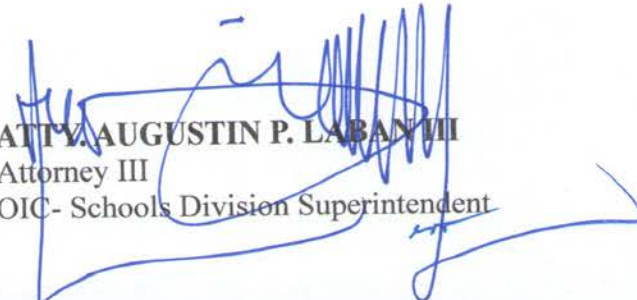
DIVISION MEMORANDUM

No. 25, s. 2017

**TECHNICAL ASSISTANCE TO SENIOR HIGH SCHOOLS (SHSs)
ON LEARNER INFORMATION SYSTEM (LIS)
SECOND SEMESTER SY 2016-2017**

To : **All Concerned Public and Private SHS School Heads
Concerned Public and Private SHS LIS Coordinators**

1. It is the observation of the Planning and Research Section that there have been changes of LIS Coordinators in many schools causing delays, if not wrong actions in the implementation of LIS.
2. Hence, the Planning and Research Section will be conducting a session to provide a one-time technical assistance to all concerned public and private Senior High Schools (SHSs) at the Division Office Function Hall on 25 January 2017 with the following schedules:
8:30 AM - 11:30 AM : Concerned Public SHSs
1:30 PM - 4:30 PM : Concerned Private SHSs
3. Attendance is optional but highly recommended to schools with LIS issues.
4. SHSs with data corrections, LRN requests and other LIS issues are advised to bring all pertinent documents (e.g. birth certificate, Form 137, etc.) for proper action.
5. Please bring individual laptops. Printer and extension cords will be provided. Free snacks will also be served. Thus, please confirm your attendance not later than Friday, 19 January 2017 through 446-6738.
6. Required reading to all: DepEd Order No. 70, series of 2016 or the Guidelines on the Encoding of Senior High School Enrolment for Second Semester in the Learner Information System for School Year 2016-2017.
7. Immediate and wide dissemination of this Memorandum to all concerned is desired.


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