Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

Office of the Superintendent

April 21, 2020

Division Memorandum 194, s.2020

END OF SCHOOL YEAR (EOSY) UPDATES AND COMMON ISSUES ON THE LEARNER INFORMATION SYSTEM (LIS) FOR SCHOOL YEAR (SY) 2019-2020

To : **Public Schools District Supervisors**
Public and Private Elementary School Heads
Public and Private Secondary School Heads
LIS Coordinator
All Concerned

1. Relative to the End of School Year (EOSY) activities on the Learner Information System (LIS) for School Year 2019-2020, the field is informed of the updates and issues that are frequently received by this Office through the Schools Governance and Operations Division (SGOD) - Planning and Research (PR) Section.

2. Reiterating that as of 16 April 2020, the following facilities have been reopened until April 30, 2020: (a) ALS Enrolment, (b) K-12 Enrolment, (c) BMI, and (d) NSBI Facility (Encoding and Submission). Any extension from Central Office will be posted through the LIS.

3. Reminders for the EOSY updating:
   a. Select a class for EOSY updating. Finalized classes are marked with the lock icon.

   b. Once all classes are finalized, the finalize school button will be enabled for the School Head to submit the final school enrollment for the current school year.

   c. As a School Head or LIS Administrator, you have the option to reopen the updating of class while the school's enrollment is not yet finalized.

4. Reminders on the adjustment on SF5:

No. 82 Military Cut-off Road, Baguio City
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a. Adjusted Format of SF5 DCC signatories is now available in the system with updated instructions. The Old Format is still valid and no need for the school to reprint SF5 new format if no additional signatories from DCC.

b. As system protocol since last SY2018-2019, the encoding of General Average is required in the system regardless of status.

c. All SF5 printed out must be done after class finalized. The LIS coordinator will ensure that the printed SF5 is based on the most recent record in LIS and the status of Classes is Finalized.

5. For common LIS related issues vis-à-vis recommendations, refer to Enclosure 1 of this Memorandum.

6. For information, guidance and compliance.

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: DepEd CAR Advisory dated March 25, 2020 Re: Delivery of Essential Services
To be indicated in the Perpetual Index:
      under the following subjects:

WORK FROM HOME	EOSY	COMMON ISSUES
STUDENT RECORD	LIS	LEARNER INFORMATION SYSTEM

SGOD/PNR

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Issues and Recommendations

Issues	Recommendations
1. Pending transfer-in/out requests from originating schools to receiving schools and vice versa from other Divisions /Regions	• All receiving schools are to consolidate all pending transfer-in/out requests from public and private schools then email to the concerned Schools Division Office (SDO) or through SDO Baguio City, SGOD- PR Section. SGOD – PR Section will coordinate to the concerned Regional Office (RO) /SDO. • For closed schools within SDO Baguio City, SGOD- PR Section will confirm the pending transfer-out learners in the system. Receiving schools are advised to note the action especially those learners with unsettled accounts for future reference. • Originating schools can confirm the transfer-out requests in the system. However, F137/SF10 must be sent once the Enhanced Community Quarantine (ECQ) is lifted.
2. Unconfirmed transfer-out of learner due to unsettled obligation from the originating school	• The originating school will provide the "Transfer-out documents transmitted date"; click the button "With unsettled account"; and finally click the "Confirm" button. • The receiving school must advise the parent/guardian to contact the originating school and request for agreement to settle unpaid obligations.
3. Pending LRN Approval/Change Requests	• E-mail scanned copy or picture of F137/SF10, birth certificate, and other related documents of the learner for approval of the said requests to planresearchbaguio@gmail.com. • No sent documents by the receiving/current school, no action of change request by the SGOD – PR Section. This has been the data

	management policy of the LIS to ensure data integrity in the system. • All pending change requests due to non-submission of supporting documents will be disapproved before the set deadline of finalization. However, this can be reverted once document is submitted, that is, if EOSY facility is still open. In the event that the system will no longer re-open for EOSY activities, school will take note on the name of the learners. In this case, the actual status of learner will be followed. The generated SF 5 can be corrected manually with proper notation to DCC. When the learner will be enrolled in the system for SY 2020-2021, current school will request for ineligible pending the approval of the SGOD- PR Section. Again, documents are needed to be sent to SGOD-PR prior to the approval of the change requests.
4. ALS/PEPT Passer	• For learners who are currently enrolled in the formal school for SY 2019-2021, request for "correction of grade level", if needed. • For learners who are not yet enrolled in the system, click "PEPT Passer", then pending enrollment appears. Follow succeeding steps to complete the enrollment. • If no PEPT/A & E (ALS) result yet, this in not applicable. In other words, the learner is not eligible to be enrolled in the next grade level.
5. Correction of grade level in Senior High School	• Fill-up RF 15 or Correction Form to unenroll the learner then email to planresearchbaguio@gmail.com.
6. Learner cannot be enrolled	• This is a case-to-case basis. The current school is advised to e-mail or message the SGOD- PR Section for the enrollment history/details of the concerned learner.