



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



March 27, 2018

DIVISION MEMORANDUM
No. 225, s. 2018

LIS SCHOOL FORMS REPORT GENERATION

TO : Assistant Superintendents
Chiefs of SGOD and CID
Division Supervisors/Coordinators
SEPS and EPS 2
District Supervisors/OICs
Elementary and Secondary School Heads

1. For the information and guidance of all concerned, attached herewith is Memorandum DM-PFO- 2018-0411 s., 2018 entitled " **LIS School Form Generation** " which is self-explanatory.
2. For the details of the said search, please refer to the attached communication.
3. Immediate dissemination of and strict compliance with this communication is enjoined.


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Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PFO-2018- e411

TO: All Regional Directors
All Schools Division Superintendents
All School Heads

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: LIS School Forms Report Generation

DATE: March 24, 2018

This is in relation to the on-going preparation of End of School Year (EoS) reports at the school level as stipulated in DepEd Order No. (DO) 11, s. 2018. This Office has received feedback, through various channels, on the difficulty in downloading of School Forms (SFs) with pre-loaded data from the Learner Information System (LIS) due to congestion brought about by the huge volume of users and other technical issues. In order to resolve this difficulty, the Information and Communications Technology Service (ICTS) is in the process of undertaking system improvement measures.

In the interim, this Office shall allow the *relaxing of some provisions of DO 11, s. 2018, particularly item no. 2, paragraphs 2 and 3 on page 4; paragraph 1, sentences 1 to 4 on page 7; and item no. 2.2 on page 8.*

Class advisers experiencing difficulty in downloading of SFs from the LIS may use SFs available through direct download in the DepEd website under the School and ALS Forms section of the Resources tab (<http://deped.gov.ph/resources/downloads/school-forms>). Class advisers are likewise allowed to adjust/correct the LIS downloaded SFs for the current school year.

The instruction for the school system administrator to sign/initial on the SFs shall remain in effect. In addition, he/she must also affix a notation on each record with discrepancy in the system vis-à-vis manually-prepared/adjusted SFs. The school head, being the official accountable for all learners' records in the school, shall ensure all necessary adjustment will be done once LIS normalizes.

All other provisions of DO 11, s.2018 shall remain in effect and shall be implemented in full beginning SY 2018-2019.

For your information and guidance.

Planning Service

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