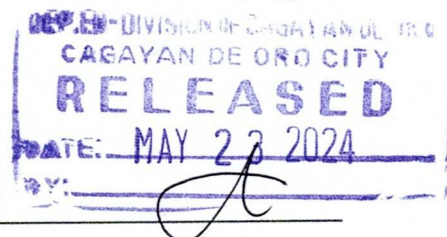




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

22 May 2024

DIVISION MEMORANDUM

No. 376 s.2024

**Final Call on the Confirmation of LIS Transfer Requests and Immediate
Response to School Requests on Transfer of SF10
(for S.Y. 2023-2024, First Semester and Second Semester)**

TO: Assistant Schools Division Superintendent
Chief – School Governance Division and Operations (SGOD)
Chief – Curriculum Implementation Division (CID)
Education Program Supervisors
Public Schools District Supervisors
Private and Public Elementary and Secondary School Heads
LIS-BEIS System Administrators/Registrars
Administrative Officers/Personnel
All Others Concerned

1. This Office emphasizes the Final Call on the Confirmation of LIS Transfer Requests and Immediate Response to School Requests on the Transfer of SF 10 for S.Y. 2023-2024, First Semester and Second Semester on **May 27, 2024**, as the LIS Second Semester Enrollment started last February 1, 2024.

2. All Cagayan de Oro City schools offering K to 12 Basic Education Curriculum Program are directed to follow DepEd Order No. 3, 2018, on Basic Education Enrollment Policy and DepEd Order No. 54, s. 2016 on Guidelines on the Request and Transfer of Learners School Records to avoid rising LIS-related issues and concerns that include:

- A. Pending Enrollment Issue: Pending School Acknowledgement, Pending Division Approval, Request to Reopen LIS System for Previous S.Y. Enrollment,
- B. Pending Transfer Confirmation: Disputed Transfer, Joint Transfer,
- C. Pending LRN Approval: School Acknowledgement of Approved/Disapproved LRN,
- D. System Glitches and other Learner Information System Issues and Concerns encountered.



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3. School heads and system administrators are required to follow DepEd Order 26, s. 2015, DepEd order 27, 2019, and the LIS tutorials on the Support Tab for their references in utilizing the LIS accurately. They are encouraged to take appropriate action to facilitate the resolution of the enrollment and transfer issues and to coordinate with their respective Division LIS-BEIS System Administrators for proper technical assistance.
4. Schools with pending requests for Confirmation of transfer out of students with **unsettled accounts** shall respond by **clicking the confirm button and ticking the account box on the confirm page**. The immediate confirmation of transfer requests will help private schools use LIS to track learners with financial obligations and identify the learners tagged as **"temporarily enrolled."**
5. At the end of the school year, schools that have been found **"LIS Not Finalized"** for the past two years will have their **LIS Account Access closed effective School Year 2024-2025**.
6. The list of LIS Coordinators in Enclosure 1 is attached to help ensure 100% finalization of the Division Learner Information System, EOSY Status S.Y. 2023-2024 and BEIS Status as of May 22, 2024. (kindly coordinate with the planning office)
7. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all participants regardless of age, gender, sexual orientation, disability, religion, and ethnicity.
8. Immediate compliance with this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As Stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:
LIS FINALIZATION

SGOD/RSM



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Enclosure 1.

LIS COORDINATORS May 22-31, 2024	
GUIBONE, ALLAN HORIDA	BUGO CS
SAMBAAN, PATRICIO JR. S.	MACABALAN ES
LINOG, MARISA M.	MACABALAN NHS
NISNISAN, REGINA S.	GUSA ES
ABI-ABI, KRISTIN MAE A	SUNTINGON ES-MAIN

EOSY Status of Updating sy 2023 - 2024

All sectors | Public schools | Private schools | LUC & SUC

Cagayan de Oro City EOSY Status of Updating

as of 05/22/2024 09:32

Elementary				Junior High School				Senior High School										
		%	%			%	%	1st Semester				2nd Semester						
no of schools	finalized	not yet finalized		no of schools	finalized	not yet finalized		no of schools	finalized	%	not yet finalized	%	finalized	not yet finalized	%			
165	2	1.21	163	98.79	94	1	1.06	93	98.94	86	9	10.47	77	89.53	2	2.33	83	96.51

Elementary | Junior High School | Senior High School

BEIS STATUS

All Schools ▾

SY 2023 - 2024 ▾

Cagayan de Oro City Dashboard

SY 2023 - 2024 Division Status of Uploading and Validation

Uploaded | Not Uploaded

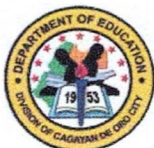
198

Schools Uploaded

88.79%

of the total 223 schools

as of May 22, 2024 1:39 PM



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Office of the Schools Division Superintendent

All Schools ▾

SY 2023 - 2024 ▾

Cagayan de Oro City Dashboard

SY 2023 - 2024 Division Status of Uploading and Validation

Uploaded Not Uploaded

25

Schools Not Uploaded

11.21%

of the total 223 schools

as of May 22, 2024 1:40 PM



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