



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

6 May 2026

DIVISION MEMORANDUM

No. 428 s.2026

**REITERATION AND CALL TO EXPEDITE THE UPDATING AND FINALIZATION
OF THE END OF THE SCHOOL YEAR 2025-2026 LEARNER INFORMATION
SYSTEM**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor for SGOD and CID
Public Schools District Supervisors
All Public and Private Elementary and Secondary School Heads
All State University and Colleges
All School LIS Coordinators
All Others Concerned

1. Pursuant to the previously issued **Division Memorandum** No. 393 s. 2025 (*LIS-EOSY Finalization SY 2024-2025 Final Call on Confirmation of LIS Transfer Requests*), all schools are hereby directed to complete and settle all pending LIS tasks on or before **May 15, 2026**. All schools Not Yet Finalized offering basic education in Cagayan de Oro City are directed to expedite the updating and finalization of their S.Y. 2025-2026 LIS to ensure smooth transition and preparation for School Year 2026-2027 enrollment.

2. As of this date, there are still remaining **51 elementary schools, 40 junior high schools, and 47 senior high schools** who have not finalized yet, hence are urged to take immediate action by confirming learners' transfer and academic statuses and submit the required request forms, along with supporting documents, to the Records Section for document tracking number or email to planning.depdcdo@deped.gov.ph for the Planning Unit to do verification and appropriate technical assistance on or before May 15, 2026. This is to attain finalized status prior to the deadline on **May 31, 2026**. **To those schools who failed to finalized by May 15, 2026, this office will issue a tracer reflecting the names of the schools**

3. Pursuant to DepEd Order No. 27, s. 2019, particularly Section VIII(a), all personnel involved in LIS operations in public schools, districts, and the division are authorized to render overtime (OT) services with pay during weekdays, weekends, and holidays, as necessary, to meet the prescribed timelines.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
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4. Public Schools District Supervisors (PSDS) and DICs are tasked to monitor compliance within their respective districts and assist schools in the "Child Find" initiative to ensure no five-year-old is left behind.
5. As of **May 6, 2026, 8:00 a.m.**, a total of **110 elementary schools, 54 junior high schools, and 36 senior high schools** have completed LIS finalization, reflecting 59% completion for the Cagayan de Oro City Schools Division.
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
7. Immediate compliance with this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 27, s. 2019
DepEd Order No. 54, s. 2016
DepEd Order No. 03, s. 2018
DepEd Order No. 35, s. 2022
DepEd Order No. 15 & 17, s. 2025

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

DM-025-SGOD-PR-RSM
May 6, 2026



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