



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601



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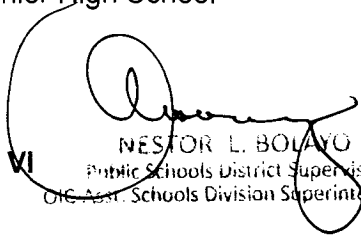
Division Memorandum

No. 28 s. 2019

TO : Public Schools District Supervisors
Public Secondary School Heads for Senior High School
Private Secondary School Heads for Senior High School
All Others Concerned

FEB 01 2019

FROM : **MARIE CAROLYN B. VERANO, CESO VI**
Schools Division Superintendent


NESTOR L. BOLAYO
Public Schools District Supervisor
Cordillera Schools Division Superintendent

SUBJECT: UPDATING OF SENIOR HIGH SCHOOL LEARNER'S STATUS FOR FIRST SEMESTER AND ENROLLING LEARNERS FOR SECOND SEMESTER IN THE LEARNER INFORMATION SYSTEM (LIS), SCHOOL YEAR 2018-2019

DATE : February 01, 2019

1. All school heads of public and private schools offering senior high school are required to update accurately the statuses of all their first semester learners before proceeding to the second semester enrollment in order not to encounter enrollment issue in the future. Please visit regularly your LIS account for update/advisory in the announcement page.
2. Learner Reference Number (LRN) of learners enrolled in the first semester must be used consistently in enrolling learners for the second semester to carry all the previous information of the learners. Any discrepancy in the learner's profile must be requested in the correction of basic profile in the Learner Information System (LIS) by the adviser or the school system coordinator and to be approved by the school head.
3. Clear out all transferees out in your LIS. Likewise, contact the school head of the originating school of your transferees in for them to confirm also their transferees out to be officially enrolled in your school.
4. Wide dissemination of and prompt compliance hereon is advised.