



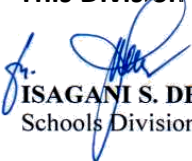
Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
Alabel



**DIVISION MEMORANDUM**

No. 266 s. 2014

TO : All Schools Heads (Elementary & Secondary)  
This Division

FROM :  ISAGANI S. DELA CRUZ  
Schools Division Superintendent

SUBJECT : Learner Information System DATA Discrepancy

DATE : August 22, 2014

**URGENT**

1. The Central Office LIS HELP DESK Team is giving NOTICE on LIS Data Discrepancy and reminding on the following issues:
2. LIS have two sets of data. The 1st set is the BoSY enrollment reflecting enrolment from June 2 to June 6. Current data issues being addressed by LIS is a part of data housekeeping. For schools that have instances of duplicate LRNs and invalid date of birth, the names of learners whose data need to be corrected are listed in the school LIS dashboard. The school head/ICT admin will perform the following housekeeping:

**A. INVALID DATE OF BIRTH (age out of range).**

REQUIRED ACTION: Correction of date of birth and don't forget to click the update button (if the learner is in fact an overage, just click update button)

**B. DUPLICATE LRNs**

REQUIRED ACTION:

1. Report to the division office the duplicate LRNs through email to [jabid\\_0103@yahoo.com](mailto:jabid_0103@yahoo.com) for consolidation
2. Division office will consolidate report from schools then email to [litrackermain@gmail.com](mailto:litrackermain@gmail.com)

**C. Updating/correction of enrollment tagging (Balik Aral, ALIVE, Repeater, CCT) is now available.**

**D. For data that need correction such as name of learner, gender, and grade level, the school head should prepare report with request for correction to the SDS. Once approved, the SDS will ask the endorsement of the office of the regional director for submission to the office of the chief of staff, assistant secretary Reynaldo D. Laguda. This procedure is also required for requesting additional/deleting learner registration of the school BOSY enrollment.**

3. The 2nd set of enrollment data is for learners who entered school beyond cut off or those late enrollees. The following functionalities are now available:
  - A. Registration of new record.
  - B. Updating of basic information for existing records.
  - C. For registration of learner with more than one LRNs existing in the database, the system will prompt the school to report this transaction to the division planning unit (email to [jabid\\_0103@yahoo.com](mailto:jabid_0103@yahoo.com)) for consolidation then email to [litrackermain@gmail.com](mailto:litrackermain@gmail.com) (This learner record has data issues. Please contact the LIS helpdesk through [litrackermain@gmail.com](mailto:litrackermain@gmail.com) or LIS Facebook page and provide all necessary information about this learner and its enrolment for SY 2014-2015.)
4. Please take note of this important reminder: transferred in/out learner must not be un-enrolled. Wait for the tracking facility in LIS and movement of learner to other section.
5. Immediate dissemination of this memorandum is desired.



Integrity-Professionalism, Efficiency, Accountability, Commitment, Equity



*"Ang batang Sarangani, dapat nasa paaralan."*