



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



DIVISION MEMORANDUM

No. 216, s. 2013

TO : ALL SCHOOL HEADS
ALL District Heads
ALS Division Supervisors
ALS District Coordinator & Mobile Teacher
Elementary, Secondary & Private Schools
All Others Concerned

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : **Learner Information System (LIS) Data Housekeeping and Implementation for SY 2013-2014 (DepEd Order # 33, s. 2013)**

DATE : **August 13, 2013**

Please take note of the following timeline for LIS Housekeeping and activity for hassle free encoding.

LIS Activity	Responsible Person	Timeline
LIS Housekeeping & Implementation in School		
Review and Housekeeping of the Learners Data	School Heads	Aug. 5 - 22
Submission of Housekeeping Report signed by the school head to the schools division superintendent	School Heads	Aug. 23
Updating of Learner Registry for SY 2013-2014	School Heads	Sept. 2 - 13
Generating Masterlist of Learners for SY 2013-2014	School Heads	Sept. 13
LIS Housekeeping & Implementation in CLSs		
Review and Housekeeping of Data on ALS Facilitator	ALS Supervisor	Aug. 5 - 9
Review and Housekeeping of Learner Data	ALS Facilitator	Aug. 12 - 16
Updating of Learner Registry for SY 2013-2014	ALS Facilitator	Aug 6 – Sept 6
Generating Masterlist of Learners for SY 2013-2014	ALS Facilitator	Sept. 6

Please be reminded that any form of data information/manipulation is punishable by law and will be charged with administrative case/sanction resulting to dismissal from the service.

With-holding of schools /district MOOE for those schools failed to comply the said timeline.

For your information, dissemination and strict compliance.

