



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
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**DIVISION MEMORANDUM**

No. 221, s. 2013

TO : ALL Elementary & Secondary School Heads  
ALL Teacher Leaders  
ALL District Heads  
ALS Division Supervisor  
ALS District Coordinator & Mobile Teacher  
All Others Concerned

FROM :   
ISAGANI S. DELA CRUZ  
Schools Division Superintendent

SUBJECT : **Learner Information System (LIS) Housekeeping Manual**

DATE : **August 13, 2013**

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Please be informed that LIS Housekeeping Manual is now available at LIS website and can also be downloaded in our division website at Planning Updates.

For your information and guidance of all concerned

