

April 18, 2017

**DIVISION MEMORANDUM**

**No. 88, s. 2017**

**UPDATING OF LEARNER'S PROFILE FOR END OF SCHOOL YEAR (EOSY)  
2016-2017 ON THE LEARNER INFORMATION SYSTEM (LIS)**

TO: OIC, Office of the Assistant Schools Division Superintendent  
PSDS, SGOD  
Public Schools District Supervisors  
Public School Heads, LIS Coordinators and Class Advisers  
Private Schools Administrators and designated LIS personnel

1. To maintain accurate and up-to-date information of learner's basic profile, enrolment status and end of school year academic accomplishment for SY 2016-2017, the Division Office will conduct a meeting/orientation for public and private elementary and junior high schools, and state universities and colleges (SUCs) regarding the SY 2016-2017 LIS End of School Year (EOSY) updating of learner status.

2. The orientation shall be attended by the following personnel:
- For **Public Schools**: School Head and one (1) LIS Coordinator.
  - For **Private Schools and SUCs**: School Administrator and one (1) ICT personnel assigned in LIS.

For Public Extension and Annex Schools with no separate school ID, only the main school will attend. It is expected that the main school will relay the information to the annex schools.

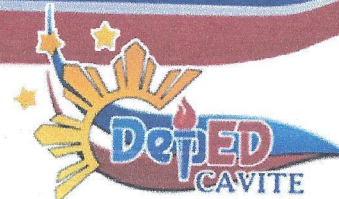
Maximum of **(2) two participants per school** is allowed.

3. The venue for the orientation is at Bulwagang Tanglaw, 2<sup>nd</sup> Floor Division Library Hub, DepEd Cavite Division Office, Capitol Compound, Trece Martires City.





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4. The date and schedule of the meeting/orientation are as follows:

PUBLIC SCHOOLS (Elem and Junior HS)	Expected No. of Participants	Schedule
GMA, Carmona and Silang	142	2pm - 5pm, April 24, 2017 (Monday)
Alfonso, GEA, Magallanes, Naic, Maragondon, Ternate	200	9am - 12nn, April 25, 2017 (Tuesday)
Gen. Trias, Trece, Tanza, Kawit, Rosario, Noveleta	206	2pm - 5pm, April 25, 2017 (Tuesday)
Indang, Tagaytay, Mendez, Amadeo	142	9am - 12nn, April 26, 2017 (Wednesday)

PRIVATE SCHOOLS (Elem and Junior HS)	Expected No. of Participants	Schedule
Silang, Naic, Maragondon, Ternate	186	2pm - 5pm, April 26, 2017 (Wednesday)
GMA, Carmona, Alfonso, GEA, Magallanes	166	9am - 12nn, April 27, 2017 (Thursday)
Kawit, Noveleta, Rosario, Tanza	188	2pm - 5pm, April 27, 2017 (Thursday)
Trece, Amadeo, Indang, Tagaytay, Mendez	196	9am - 12nn, April 28, 2017 (Friday)
Gen. Trias	202	2pm - 5pm, April 28, 2017 (Friday)

Participants are expected to be on the venue on or before the scheduled slots. The first 30 minutes is intended for the registration of participants.

5. Expenses for snacks of participants shall be charged against 2016 Continuing EBEIS/LIS funds subject to usual accounting and auditing procedures. Transportation allowance of participants from public schools is chargeable against MOOE or local funds.

6. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
CHERRYLOU D. DE MESA  
OIC, Schools Division Superintendent





#### **GUIDELINES ON THE UPDATING OF END OF SCHOOL YEAR (EOSY) 2016-2017**

1. All public and private elementary and secondary schools, state universities and colleges (SUCs) offering elementary and secondary education, are directed to update their learners' profile and EOSY status through the LIS.
2. Public Schools' LIS coordinators are directed to conduct a school level orientation to ensure that all class advisers and school personnel are updated and informed in the process of updating the EOSY profile of their learners.
3. Public Schools' class advisers and Private Schools' designated LIS personnel must ensure that all learners' EOSY statuses are updated. They are also tasked to resolve all learner profile issues to ensure a complete and accurate Masterlist of Learners for SY 2016-2017. These issues are identified through warning/alert messages in the toggle list.
4. School Heads (SH) must ensure the accuracy and completeness of the schools' EOSY submissions before these are finalized in the LIS. Schools that will fail to comply with the EOSY submission will be sanctioned accordingly.
5. The generation of final and official School Forms 5 and 6 is downloadable in the LIS upon the school's finalization of its LIS EOSY submission.
6. Electronic forms with pre-loaded learners' information, EOSY status and general average downloadable from the LIS are NOT subject for manual editing. Any correction shall be done online in the LIS Learner's Profile database.
7. Schools must ensure that the learners' Forms 137 and 138 is consistent with other documents and School Forms (1 to 7).



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**Technical Committee**

Reniel Patrick S. Tejdor – Planning Officer III  
Junel Velasco - Project Development Officer I – Planning and Research  
Rey Adrian Ilarde – Registrar  
Troy Allan Pedron – Registrar