



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

September 13, 2024

**DIVISION MEMORANDUM**

No. , **251** s. 2024

**CONDUCT OF ENROLMENT, AND ENCODING OF LEARNERS' BASIC PROFILE IN THE LEARNER INFORMATION SYSTEM (LIS) FOR THE BEGINNING OF SCHOOL YEAR (BOSY) 2024–2025**

To : Asst. Schools Division Superintendent  
SGOD & CID Chiefs  
All Public Elementary & Secondary School Heads  
President/Registrar, St. Dominic College of Batanes, Inc.  
Education Program Specialist – ALS  
Division Planning Officer

1. Pursuant to DepEd Order No. 022, s.2012, DepEd Order No. 54, s.2016, DepEd Order No. 003, s.2018, DepEd Order No. 005, s.2024, and DepEd Memorandum 032, s.2024, this Office announces that online enrolment in the LIS is now open for encoding of learners and shall end until **October 15, 2024**.

2. It is informed that for the conduct of this activity we shall adopt the guidelines stipulated in DepEd Memorandum No. 032, s.2024.

3. All class advisers of public and private elementary and secondary schools offering basic education, and Alternative Learning System (ALS) are obliged to encode and update learners' profile in the LIS as stipulated in DepEd Order No. 005, s.2024 Item *V. Guidelines and Procedures*, sub-item *A.3 Teacher Ancillary Tasks*. For this purpose, all public elementary and secondary schools shall use the print or electronic copies of the **Basic Education Enrolment Form (BEEF)** (Revised as of February 12, 2024) provided as Enclosure No. 1, **Confirmation Slip** as Enclosure No. 2, and **Modified ALS Enrolment Form (AS2)** as Enclosure No. 3 in DepEd Memorandum No. 032, s.2024, to ensure that necessary information in encoding learners, and other data, are properly captured.

4. School Heads are instructed to strictly enforce and implement the kindergarten official cut-off age as stipulated in DepEd Order No. 020, s. 2018 (Amendment of DepEd Order No 47, s. 2016).

5. The The School Governance and Operations Division, through the Division Planning Officer, shall closely monitor (online/onsite) and directly provide necessary technical assistance to address issues and concerns to ensure compliance to guidelines. Particular attention must be given to schools with no access to internet connectivity. At the school level, School ICT/LIS Coordinators are also expected to provide technical assistance.

6. Due to intermittent internet connectivity in the whole province, all school teachers/personnel involved in the conduct of the LIS online updating of learners' profile are entitled for service credit. School Heads are directed to prepare pertinent documents to support the activity such as School Memorandum containing the names of involved teachers/personnel and Action Plan (to be approved by the Head of the Agency).

7. Immediate dissemination of and strict compliance with this Memorandum is highly desired

**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent

*MARCIAL Y. NOGUERA*  
Chief Education Supervisor, SGOD  
Officer-in-Charge

Encl: None

References: DepEd Order No. 022, s.2012  
DepEd Order No. 54, s.2016  
DepEd Order No. 003, s.2018  
DepEd Order No. 005, s.2024  
DepEd Memorandum 032, s.2024

To be indicated in the Perpetual Index

Under the following subjects:

ENROLMENT

LEARNERS

BASIC EDUCATION

SGOD/myn/orc/DM-LIS-BOSY2024-25  
September 13, 2024

