



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

April 14, 2025

**DIVISION MEMORANDUM**

No. **100**, s. 2025

**ONLINE UPDATING OF STATUS OF LEARNERS IN THE LEARNER  
INFORMATION SYSTEM (LIS) FOR END-OF-SCHOOL YEAR (EOSY) 2024-2025**

To : Asst. Schools Division Superintendent  
All Elementary & Secondary School Heads  
ALS Education Program Specialist  
Division Planning Officer

1. Pursuant to DepEd Order Nos. 005 and 009, s. 2024 titled *Rationalization of Teacher's Workload in Public Schools and Payment of Teaching Overload*, (Item V.A.3 "Teacher Ancillary Tasks"), and *Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025*, respectively. This Office directs all Class Advisers and ALS Teachers of public and private elementary and secondary schools to update the status of all learners.

2. Specific categories to be updated online are the following:

- a) Status of learners
  - No Longer in the School (NLS)
  - Retained
  - Conditionally Promoted
  - Promoted
  - General Average
- b) With Honors
- c) School Based Feeding Program (SBFP) Beneficiaries
- d) Inclusion of ALS status
- e) Senior High School Exit Choices Tagging
  - PHE – Pursuing Higher Education
  - PAT – Pursuing Advance TVL
  - WOR – Work or Employment
  - SAB – Start a Business

3. Online/on-site validation and provision of technical assistance shall be done by the Division Planning Officer, and School LIS Coordinators. Likewise, School Heads are reminded that they shall be responsible for validating the accuracy and correctness of the data reported by their school.



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4. The Learner Information System platform is open for updating until **May 31, 2025**.

5. Tutorial slides will be uploaded in the Facebook-messenger group chat for reference.

6. All public school teachers/personnel involved in the conduct of the activity are entitled for an overtime (OT)/service credit during weekdays, weekends, and holidays when necessary to meet the target schedules :

At the school level, these OT services can be converted to service credits as provided in DepEd Order No. 58, s. 2008 *"Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education System"*, DepEd Order No. 10, s. 2009 *"Addendum to DepEd Order No. 58, s. 2008 "Authority to Grant Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education Information System (BEIS)"*, and DepEd Order No. 30, s. 2016 *"Policies and Guidelines on Overtime Services and Payment in the Department of Education"*.

7. Immediate and widest dissemination of this Memorandum to all concerned is desired.



Digitally signed by Gumaru  
Alfredo Jr Binag  
Date: 2025.04.14 14:00:19  
+08'00'

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

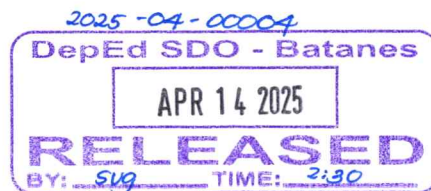
Encl:

Reference: DepEd Order No. 005, s. 2024  
DepEd Order No. 009, s. 2024

To be indicated in the Perpetual Index  
under the following subjects:

ENROLMENT  
LEARNERS  
BASIC EDUCATION  
ALTERNATIVE LEARNING SYSTEM

SGOD/myn/orc/LIS-EOSY UPDATING  
April 14, 2025



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