



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

Arch. Gabriel M. Reyes Street, Kalibo, Aklan



28 March 2018

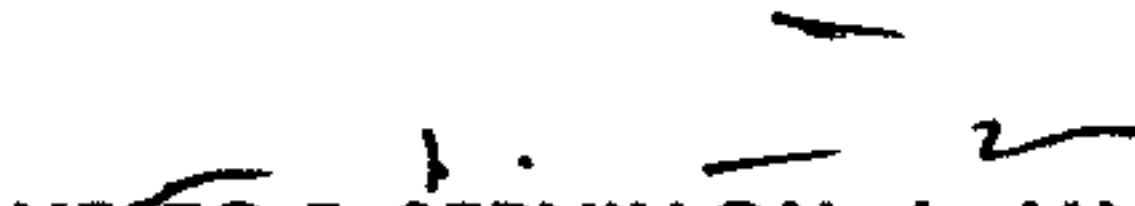
**To: The Chief Education Supervisors
Education Program Supervisors/Coordinators
The Public Schools District Supervisors/
Principals/Head Teacher In-charge of the District
Senior/Education Program Specialists
Public and Private Elementary, Secondary and Integrated
School Heads
Others Concerned**

Sirs/Mesdames:

Please find attached Memorandum from Usec. Jesus L. R. Mateo dated 24 March 2018, re: LIS School Forms Report Generation.

For your information, guidance and compliance.

Very truly yours,


Dr. ERNESTO F. SERVILLON, Jr. MNSA, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DIVISION LETTER
No. 60, s. 2018
/mtr

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PFO-2018-0411

TO: All Regional Directors
All Schools Division Superintendents
All School Heads

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: LIS School Forms Report Generation

DATE: March 24, 2018

This is in relation to the on-going preparation of End of School Year (EoSY) reports at the school level as stipulated in DepEd Order No. (DO) 11, s. 2018. This Office has received feedback, through various channels, on the difficulty in downloading of School Forms (SFs) with pre-loaded data from the Learner Information System (LIS) due to congestion brought about by the huge volume of users and other technical issues. In order to resolve this difficulty, the Information and Communications Technology Service (ICTS) is in the process of undertaking system improvement measures.

In the interim, this Office shall allow the *relaxing of some provisions of DO 11, s. 2018, particularly item no. 2, paragraphs 2 and 3 on page 4; paragraph 1, sentences 1 to 4 on page 7; and item no. 2.2 on page 8.*

Class advisers experiencing difficulty in downloading of SFs from the LIS may use SFs available through direct download in the DepEd website under the School and ALS Forms section of the Resources tab (<http://deped.gov.ph/resources/downloads/school-forms>). Class advisers are likewise allowed to adjust/correct the LIS downloaded SFs for the current school year.

The instruction for the school system administrator to sign/initial on the SFs shall remain in effect. In addition, he/she must also affix a notation on each record with discrepancy in the system vis-a-vis manually-prepared/adjusted SFs. The school head, being the official accountable for all learners' records in the school, shall ensure all necessary adjustment will be done once LIS normalizes.

All other provisions of DO 11, s.2018 shall remain in effect and shall be implemented in full beginning SY 2018-2019.

For your information and guidance.

Planning Service

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