



March 9, 2015

Division Memorandum

No.: 052 s, 2015

**DISCUSSION MEETING ON THE LIS ISSUES
AND HOUSEKEEPING FOR THE EOSY 2015**

To : School Heads – Public Elementary and Secondary Schools
School ICT/BEIS Coordinator
Division Systems Coordinator
Division Planning Officer

1. The Planning Office is calling for a discussion-meeting in resolving the LIS issues for the End of School Year 2014-15 for School Forms 5 & 6 (formerly Forms 18-E & 18-A). This meeting aimed at resolving some enrolment issues with the hope that there will be NO CHECKING OF FORMS at the school and division level after the housekeeping activities: The following pertinent issues are:

- a) Learners with invalid date of Birth;
- b) Adding Personnel and the use of TIN;
- c) Multiple enrolment of same LRN within June 2-6 but in different schools; and
- d) Multiple LRN for one learner.
- e) Other issues may arise during the discussion.

2. This will be conducted on March 13, 2015 at 1:00 – 5:00 in the afternoon, Division Conference Room.

3. Participants to this consultation meeting are school heads, school ICT Coordinator/EBEIS Coordinators both elementary and secondary public schools. Please bring the following:

- a) Laptop and extension wires;
- b) Downloaded School Form 1; and
- c) WIFI dongles if any.

There will be no registration fees. Please come on time.

5. For your information, guidance and compliance.


EVANGEL M. LUMINARIAS, Ph.D.
Schools Division Superintendent