



Republic of the Philippines
Department of Education
Region VII, Central Visayas
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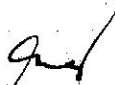
DIVISION MEMORANDUM

No. 262, s. 2016

SENIOR HIGH SCHOOL ENROLMENT OF LEARNERS IN PRIVATE SCHOOLS, HIGHER EDUCATION INSTITUTION, STATE UNIVERSITIES AND COLLEGES AND LOCAL UNIVERSITIES AND COLLEGE IN THE LEARNER INFORMATION SYSTEM FOR BEGINNING OF SCHOOL YEAR 2016-2017

To : School Heads/Principals/Administrators
Public & Private Elementary and Secondary Schools
All Others Concerned

1. This is with reference to DepEd Order No. 34, s. 2016 dated June 3, 2016 informing that the Department of Education (DepEd) issues the enclosed **Procedures on Encoding and Data Processing for the Senior High School (SHS) of Learners in Private Schools, Higher Education Institutions (HEIs), State Universities and Colleges (LUCs) in the Learner Information System (LIS) for Beginning of School Year (SY) 2016-2017.**
2. This DepEd Order aims to provide guidance to all concerned schools in the setting up of LIS accounts and enrolment of SHS learners in the system.
3. The first year of implementation of the SHS will commence this SY 2016-2017. It covers the last two years of the K to 12 Basic Education cycle which includes Grades 11 and 12. Learners of SHS will go through a core curriculum and subjects under a track of their choice.
4. Encoding of learner's profile in the LIS for Private Schools, SUCs and LUCs will start on **June 6, 2016**. All schools heads are directed to register and enrol their learners in the LIS through the website address <http://lis.deped.gov.ph> and ensure that the data encoded are complete and accurate.
5. The SDOs, through the SGOD – Planning and Research Unit in collaboration with the Division IT Officer, will provide user accounts to private schools, HEIs, SUCs and LUCs which do not have access to the LIS.
6. Cut-off date of encoding will be on **August 31, 2016**.
7. For details, see attached copy of DepEd Order with the Enclosure.
8. For information, guidance and compliance.


VIRGINIA C. ZAPANTA, Ed. D., CESO V
Schools Division Superintendent