



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
 Digos City



**DIVISION MEMORANDUM**  
 No. 171, s. 2018

February 20, 2018

**ENCODING OF EARLY REGISTRATION REPORT IN THE LEARNER INFORMATION SYSTEM (LIS)**

To: All Public Schools District Supervisors  
 All Public Elementary and Secondary School Heads  
 School LIS Coordinators

1. The encoding and updating of Early Registration in the Learner Information System (LIS) Module for Kinder, Grade 1, Grade 7 and Grade 11 entrants will be closing on February 23, 2018 (Friday). However, it was observed that only few schools are updating their Early Registration Entries in the system.
2. In view of this, all School Heads are directed to update the Early Registration Report in the LIS under the **Early Registration Tab** on or before February 23, 2018. Once encoded, the school can still encode additional data or enrollee in the system by clicking the "update" button.
3. Failure to comply on the said report will be dealt accordingly.

**WINNIE E. BATOON, EdD, CESE**  
 Officer in Charge  
 Office of the Schools Division Superintendent

For and in the absence of the OIC-SDS:

DepEd Schools Division Office

**RELEASED**  
 3034

Date: FEB 21 2018 Time: 9:43

*f*

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESE**  
 Officer in Charge  
 Office of the Assistant Schools Division Superintendent

Encs: List Enclosures  
 References: DO 3, s. 2018  
 To be indicated in the Perpetual Index under the following subjects:  
 PLANNING LIS EARLY REGISTRATION REPORT

ama: encoding of early registration report in the learner information system (lis)  
 21 February 2018