



Republic of the Philippines
 Department of Education
 Region IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY
 Toclong I-C, Imus City, Cavite



DIVISION MEMORANDUM
 No. 66, s. 2015

TO: OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
 CURRICULUM IMPLEMENTATION DIVISION (CID)
 SCHOOL HEADS/PRINCIPALS
 GUIDANCE COUNSELORS
 BEIS COORDINATOR
 PUBLIC SCHOOLS

FROM: *for Amador*
LUALHATI O. CADAVEDO, Ph. D.
 Officer-in-Charge
 Office of the Schools Division Superintendent

SUBJECT: LIS HOUSEKEEPING AND SIGNATORIES IN RANKING OF HONORS

DATE: MARCH 3, 2015

- Relative to the Division Memorandum No. 39 s. 2015 regarding the signing and approval of ranking of honors as stated in statement no. 1, all public schools are hereby informed that the signatories in Ranking of Honor Pupils/Students are the following:

Certified Correct: Principal

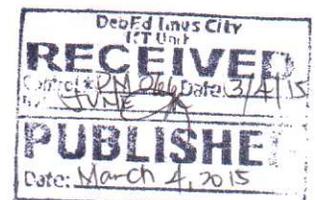
Verified Correct: Riza C. Garcia – Cluster I
 Focal Person-Educ. Program Specialist (SGOD)

Rebecca M. Monzon – Cluster II
 Acting Administrative Officer

Recommending Approval: HERMOGENES M. PANGANIBAN, Ed.D.
 OIC-Assistant Schools Division Superintendent

Approved: LUALHATI O. CADAVEDO, Ph.D.
 OIC-Schools Division Superintendent

- The SF5 will be signed and reviewed by Dr. Hermogenes M. Panganiban.
- All BEIS Coordinators are advised to follow the schedule of the LIS Housekeeping which is tentatively not earlier than March 12, 2015. The step by step instructions are provided at the facility in LIS. Please see attachment for the other details.
- For your information and guidance.



Below are the instructions/guidelines provided by the LIS Help Desk of the Central Office with regards to **correction of name, date of birth, gender and grade level.**

1. There will be housekeeping scheduled tentatively not earlier than March 12, 2015. Step by step instructions will be provided at the facility in LIS.
2. For the meantime, prepare the necessary supporting documents like birth certificates and Form 137 or Permanent Record.
3. There are data issues which will be corrected at school, division office and central office.
4. All corrections will need internal validation, meaning not only a user will finalize the essential correction. Somebody or a separate user has to review and approve the request. In this regard, it is advised that the advisers, ICT Coordinators and School Heads be familiar with User / Personnel Management Module even before the housekeeping schedule.
5. At school level, adviser or ICT accounts will be used for a correction request. If the school uses a single LIS account, the adviser as well as the ICT Coordinator should create another account and register to the School Head or School ICT (School System Admin) account. Refer to the manuals available in the LIS Support Dashboard for the step by step instruction on creating LIS account.
6. In the school level, the school head will review and give approval for the correction.

Below are the instructions/guidelines provided by the LIS Help Desk of the Central Office with regards to **accomplishment of SF5.**

Due to early preparation of the SF 5 specifically for Grade 6 and 4th Year students, LIS data may not be used to generate SF5 for the reason that LIS follows D.O. No.18, s. 2014.

In this case, a manual SF5 can be done; however, the LIS Help Desk would like to remind some important things:

1. In making the SF5 or the Report on Promotion and the SF6 or the Summary Report, **dropouts, transferred outs, accelerated pupils/students, and those NLS learners (no longer in school)**, will not be included.
2. **Accelerated pupils/students** will be included in the SF 5 of the original grade level.
3. End of School Year Status of each learner is in SF 1 and will not be repeated in the SF 5.
4. Only learners in the school/classes as of the 4th Periodical Examination must be included in the Report on Promotion or SF 5.
5. For clarifications on k to 12 promotion and retention policy, please review related DepEd Orders; D.O. No.73 and 74, s. 2012 and DepEd Memorandum No. 46, 2013.
6. The information official website, <http://www.deped.gov.ph/k-to-12/about/faq/k-to-12-concerns> may also help.