



Republic of the Philippines
Department of Education
REGION X-NORTHERN MINDANAO
DIVISION OF MALAYBLAY CITY

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DIVISION MEMORANDUM

No. 230 series of 2020

TO: Assistant Schools Division Superintendent
Chief Education Supervisors SGOD and CID
Public Elementary and Secondary School Heads
This Division

FROM: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE: June 16, 2020

SUBJECT: DISSEMINATION OF DM-PHRODFO-2020-00192 RE: CLARIFICATION ON THE FACILITATION OF LEARNER ENROLMENT AND SURVEY FORM(LESF) AND ENCODING TO LEARNER INFORMATION SYSTEM (LIS)

1. For the information and guidance of all concerned, this Office hereby disseminates the herein **DM-PHRODFO-2020-00192 RE: CLARIFICATION ON THE FACILITATION OF LEARNER ENROLMENT AND SURVEY FORM(LESF) AND ENCODING TO LEARNER INFORMATION SYSTEM (LIS)** during the enrollment period.
2. Attached is the DM-PHRODFO-2020-00192 for reference. Immediate and wide dissemination of this memorandum is highly desired.
3. Queries related to this can be relayed to **Vince G. Sanmiguel**, Senior Education Program Specialist, Planning and Research Section at 09778091156.

Encls.: As stated

Reference: DO 008 s. 2020

TO BE POSTED IN THE WEBSITE



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@deped.gov.ph



Republic of the Philippines


Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM

DM-PHRODFO-2020-00192

TO : Minister of Basic, Higher, and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

FROM : 
JESUS R. MATEO
Undersecretary

SUBJECT : Clarification on the Facilitation of Learner Enrollment and Survey Form (LESF) and Encoding to Learner Information System (LIS)

DATE : JUNE 6, 2020

This is to clarify the specific instruction in Section V Enrollment Procedures, 2nd paragraph of DO 8, 2020, Guidelines On Enrollment for School Year 2020-2021 in the Context of the Public Health Emergency Due to Covid-19, which states: "The implementation of a modified enrollment procedure this school year shall primarily be facilitated by *previous advisers*, who will collect and enter the enrollment and survey data into the End of School Year Learner Information System (EOSY-LIS), *except* for kindergarten, *transferees* and Balik-Aral enrollees."

Consistent with the core procedure of assigning previous adviser to facilitate the administration of LESF, all Grades 6 and 10 class advisers of SY 2019-2020 are required to initiate contact with their former advisory class and facilitate the administration of LESF. Information collected through the LESF from outgoing Grade 6, grade 10 shall be encoded to LIS by the same advisers. This clarification also applies to all class advisers who have learners signifying to enroll in another school.

This procedure is the safest and practical since previous class advisers still have the complete information and fresh contact of their former advisory class. Since transferees are already in the system and they belong to a particular class with a teacher adviser, *transferees are now excluded in the exemption*. Hence, the exemption shall apply only to incoming kindergarten and Balik-Aral since they did not attend classes in the previous school year and therefore, no adviser can contact them and facilitate LESF.

In case the previous class adviser failed to contact and administer the LESF of the incoming Grade 7 and Grade 11 learners, the parents or guardians shall initiate contact with the former adviser of the learner. Also, if the parents or guardians submitted LESF to the prospective JHS for Grade 7 and SHS for Grade 11, school administrators of these schools shall likewise initiate contact with the previous adviser of the learner and coordinate the administration of LESF. They are also encouraged to keep copies of LESF submitted by incoming Grade 7/Grade 11 and encode the LESF data in the electronic LESF for validation and verification once the name of prospective enrollees encoded by the previous advisers becomes available in the LIS.

For further clarification, please send email to ps.od@deped.gov.ph and ps.emsd@deped.gov.ph.