



Department of Education
Region 6-Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
City of Kabankalan

Tel. No. (034) 471-2003

Fax No. (034) 471-2003

E-mail: Kabankalan.001@deped.gov.ph

DIVISION MEMORANDUM

No. 29, s. 2018

**TO: CHIEFS OF CID AND SGOD
PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

FROM: ANTHONY H. LIOBET, CESO VI
Asst. Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

SUBJECT: EARLY REGISTRATION ENROLLMENT IN THE LEARNER INFORMATION SYSTEM

DATE: JANUARY 29, 2018

1. School heads of public elementary and secondary schools are required to encode your Kinder, grade 1, grade 7 and grade 11 early registration enrollment in your Learner Information System (LIS) using system admin or school head account.
2. The following are the steps on Early Registration Enrollment in the LIS:
 - i. Log in your system admin account or school head account
 - ii. Click the early registration tab
 - iii. Encode the male and female enrollees of your kinder and grade 1, grade 7, grade 11
 - iv. Click submit
3. Deadline of encoding is on February 23, 2018. This will be considered as the school official count for Early Registration.
4. School heads are advised to ensure accuracy of encoded data.
5. Widest dissemination and compliance of this memorandum is desired.