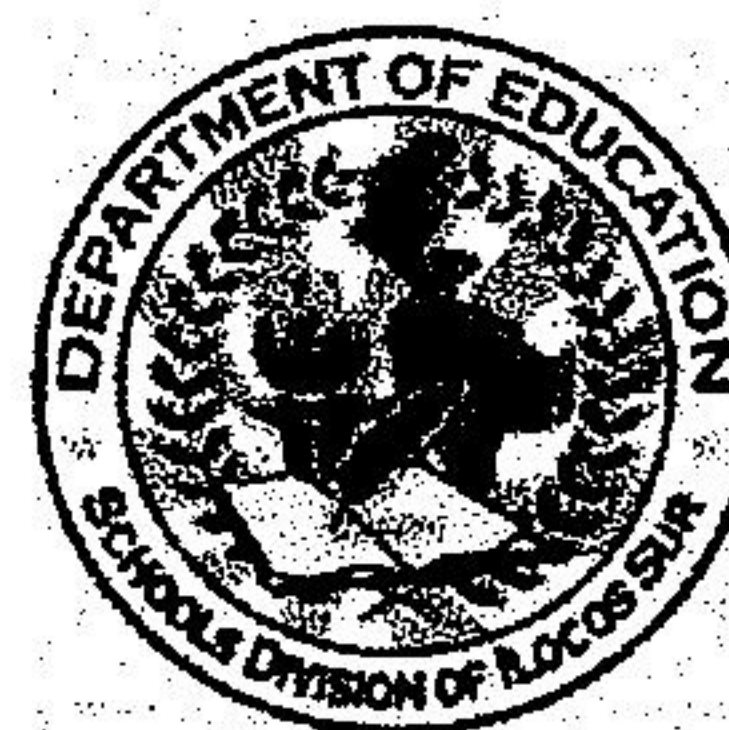




Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



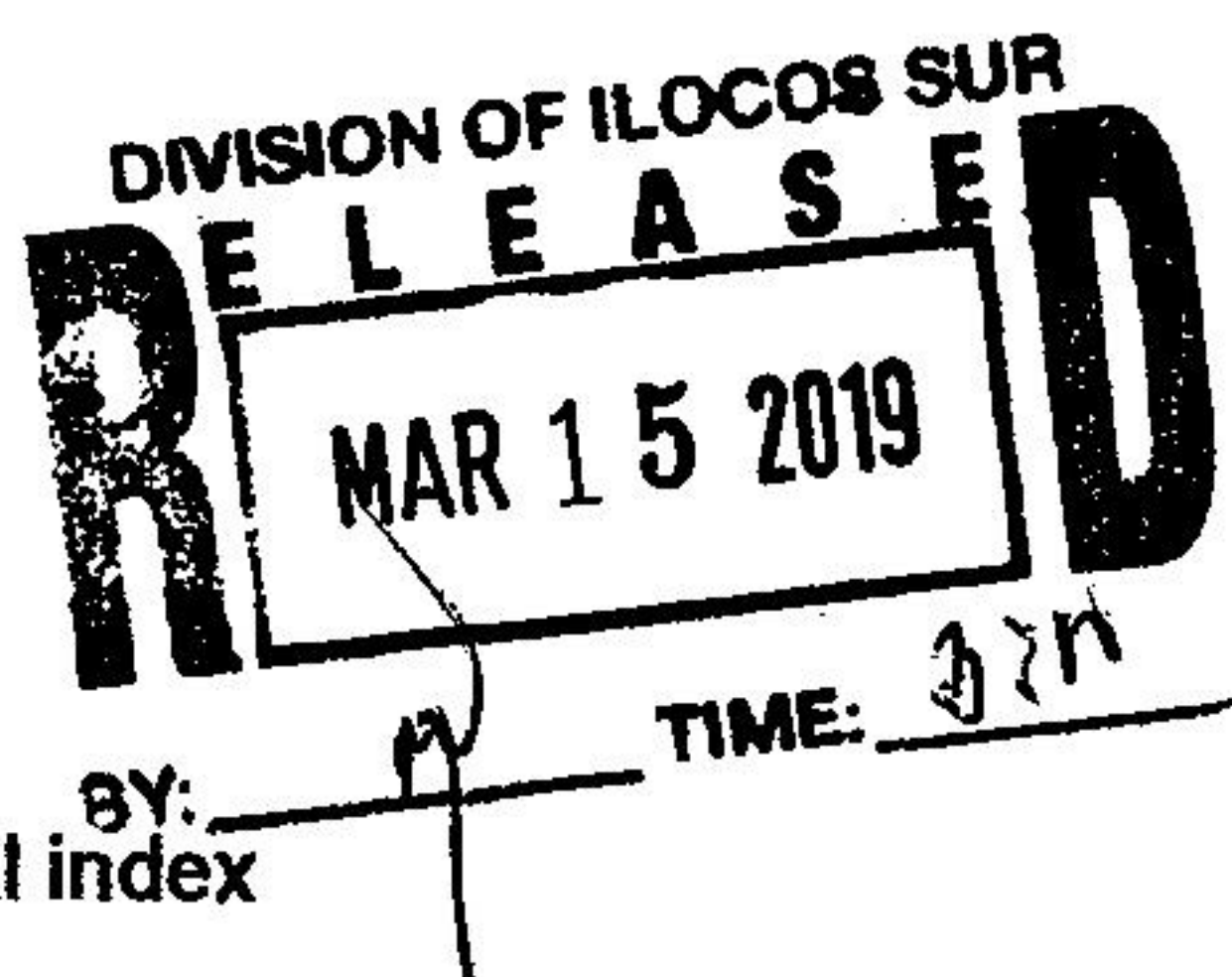
March 15, 2019

DIVISION MEMORANDUM
No. 071 s. 2019

FINALIZATION OF END OF SCHOOL YEAR (EOSY) 2018-2019 IN THE LEARNER INFORMATION SYSTEM (LIS)

**To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
EPSA II ALS and ALS Implementers
Public and Private Elementary and Secondary School Heads, LIS Coordinators,
Class Advisers and School Registrars
State Universities and Colleges (SUCs) LIS Coordinators
Philippine Science High School-Ilocos Region LIS Coordinator
All Others Concerned**

1. The Schools Division of Ilocos Sur observes prompt submission of Division reports both paper and online to the Regional Office as well as to the Central Office. This includes the Finalization of EOSY 2018-2019 in the Learner Information System (LIS). This conveys the Division to effectively and accurately deliver quality data to the higher Offices. Therefore, the Office mandates all schools in all Public and Private institutions, State Colleges and Universities, Learning Centers and Philippine Science High School-Ilocos Region Campus to **finalize EOSY 2018-2019**.
2. The **Finalize Button** facility in the LIS has already been deployed and it will last until **April 15, 2019** nationwide. It is advised that all school heads shall monitor their LIS coordinator/coordinators to facilitate the finalization. If all records of the learners have been updated per class/section, the **class advisers shall click Finalize button**, and if all Grade Levels have been updated, the **school head shall click Finalize button of the whole school**. For more detailed instruction, click **LIS Support** and look for the tutorial guides related to Finalization of EOSY. You can also **update** whether the learner is **4Ps** member or under **ALIVE** by clicking the appropriate box.
3. This Office (SGOD-Planning and Research Unit) reiterates that all schools and learning centers **SHOULD NOT WAIT** for the deadline to accomplish all LIS and EBEIS Activities. It is advised that all personnel involved shall start accomplishing **NOW**.
4. The Schools Division Superintendent through SGOD-Planning and Research Unit and Information Technology Officer (ITO) shall jointly provide technical assistance to all schools and learning centers needing support.
5. Immediate dissemination and strict compliance with this memorandum is desired.



GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent

To be indicated in the perpetual index
under the subjects:

Accomplishing EOSY 2018-2019

Finalization of EOSY 2018-2019

LIS

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EFFECTIVITY DATE: 09-10-2018

