



Republic of the Philippines
Department of Education

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Tanggapan ng Kalihim
 Office of the Secretary

MEMORANDUM

**FOR: REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 SCHOOL HEADS**

FROM: REYNALDO D. LAGUDA
 Assistant Secretary and Chief of Staff

**SUBJECT: Extension of Deadline for Encoding of the BOSY 2014-2015
 Enrollment Data in the Learner Information System (LIS)**

DATE: 04 July 2014

*To: SDSs
 For your information
 & guidance please
 Thank. God bless!
 R. Laguda*

- The updating of learner profile and enrollment for BOSY 2014-2015 started last June 9, 2014. The cut-off date for reporting is June 6, 2014, the first Friday after school opening.
- The deadline for encoding of BOSY 2014-2015 enrollment data in the LIS will be moved from July 11, 2014 to July 31, 2014. Regions and divisions are not allowed to set a different deadline.
- Encoding of late enrollment (those enrolled after the cut-off date) will start after July 31, 2014 to prioritize the enrollment as of June 6, 2014.
- To partly address congestion issues and concerns, we will be implementing a batching system according to the volume of schools that are not yet finished encoding. Below is the schedule of batching for the period of July 14 to July 27.

REGIONS	DAY	DATES
II, IV-B, CARAGA, ARMM	Monday	July 14, July 21
III, V, IX	Tuesday	July 15, July 22
VI, VII, NCR	Wednesday	July 16, July 23
I, IV-A, X, XII	Thursday	July 17, July 24
VIII, XI, CAR	Friday	July 18, July 25
ALL REGIONS	Saturday	July 19, July 26
	Sunday	July 20, July 27

- Please note that on the weeks of July 7-13 and July 28-31, LIS will be open to ALL schools nationwide.
- For immediate dissemination and compliance.

Received: Joseph h
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