



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

Office of the Schools Division  
Superintendent

September 22, 2020

**DIVISION MEMORANDUM**

No. 438, s. 2020

**ANNOUNCING THE OPENING OF THE ENROLMENT FACILITY AND BASIC INSTRUCTION AND RATIONALE TO THE MINOR ADJUSTMENT IN THE LEARNER INFORMATION SYSTEM (LIS) FOR BEGINNING OF SCHOOL YEAR (BOSY) 2020-2021**

1. In support to the Basic Education Learning Continuity Plan (BE-LCP) in securing advance information of enrollment data and actual Modality/ies being offered per school, this office, thru the SGOD – Planning and Research Unit, announces the opening of the enrolment facility in the Learners Information System (LIS) for BOSY 2020-2021. All public and private schools including SUCs/LUCs are directed to participate.
2. Attached is the Advisory, dated September 15, 2020, signed by Director Roger B. Masapol of the Central Office – Planning Service, the Instruction and Rationale to the Minor Adjustment in the system for BOSY 2020-2021, which is self-explanatory.
3. For additional references please read DepEd Order no. 8, s. 2020, DepEd Order no. 7, s. 2020, DepEd Order 3, s. 2018 and DepEd Order 47, s. 2016. You can also browse more helpful and guiding tips in the Support tab located in the LIS.
4. Widest dissemination of this memorandum is desired. Thank you.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent 





Republic of the Philippines  
Department of Education

Office of the Director - Planning Service

## ADVISORY

September 15, 2020

### Basic Instruction and Rationale to the Minor Adjustment in the Learner Information System (LIS) BOSY 2020-2021

1. **Deployment of the BOSY facility prior to the actual opening of classes**  
In support of the Basic Education Learning Continuity Plan (BE-LCP), securing advance information of enrolment data and actual modality/ies being offered per school will help each level of governance in preparing and adjusting to the needs of the schools in the new normal. Further, this will help in planning and formulating solutions to any potential implementation issues.
2. **Date of Official Enrollment (DOOE).**  
Since the BOSY facility was deployed ahead of the opening of classes, the date of first attendance will no longer be needed. Instead, this will be **replaced by the date of official enrollment (DOOE)**. The DOOE is **the date when the teacher confirmed** (i.e. through phone call etc) **the learner's enrolment with the parent/guardian or the adult learner** after the initial enrollment through the LESF submission. Learners who submitted the LESF but later decided to (1) enroll in another school or (2) will no longer enroll in the coming school year will not be enrolled through the LIS BOSY facility.
3. **Transfer of learner to another school after date of official enrollment was encoded** The existing transfer facility will handle the transfer transaction. As per the usual transfer transaction, the actual date of confirmation of transfer/enrollment is required. The date of each transaction shall be sequential.
4. **Generation of School Form 1, School Form 2 (attendance) and School Form 5 (promotion)**  
Adjusted SF 1 is now available for download.  
Adjusted SF 2 will be available for download beginning October 5, 2020 (tentatively).  
Adjusted SF 5 -For Kinder to Grade 10 will be available during the EoS  
-For SHS will be available on December 2020
5. **Dashboard for monitoring of Enrolment with Modality will become available soon.**
6. **Additional data/information will be collected such as:**
  - a. Modality (available)
  - b. Country of Citizenship (available)
  - c. Zip Code and permanent address of learner (for deployment)
  - d. Tagging of LESF data for incoming Kindergarten, Balik Aral, and other learners who are not yet LESF-tagged (for deployment)

  
**ROGER B. MASAPOL**  
Director IV, Planning Service