



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

**Office of the Schools Division
Superintendent**

October 14, 2020

Division Memorandum
No. 476, s. 2020

**UTILIZATION OF HELPDESK LINK FOR LEARNERS INFORMATION SYSTEM (LIS)
AND ENHANCED BASIC EDUCATION INFORMATION SYSTEM'S (EBEIS)
REQUESTS AND CONCERNS**

TO: Public Schools District Supervisors
Secondary and Elementary School Heads
Private Schools Administrators
SUCs/LUC
District ICT Coordinators
All Other Concerned

1. To hasten the approval of all requests, issues and concerns in the Learners Information System (LIS) and Enhanced Basic Education Information System (EBEIS), pertaining to the enrollment of all learners for School Year 2020-2021 for submission to the Schools Division Office, Regional and Central Offices, all schools with queries and requests for approval shall use the prescribed link provided below.
2. All designated School ICTs, with the supervision of the School Heads, shall completely encode necessary requirements or data at **<https://tinyurl.com/HelpdeskBohol>**.
3. Incomplete attachments/documents stipulated in the Request for Correction Form (RF), which can be downloaded from Support tab in the LIS, shall not be entertained and prioritized.
4. Widest dissemination of this memorandum is desired. Thank you.

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

