



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

Office of the Schools Division Superintendent

April 4, 2022

DIVISION MEMORANDUM

No. 0211, s. 2022

**ENCODING AND UPDATING OF EARLY REGISTRATION FACILITY FOR
SY 2022-2023 IN THE LEARNERS INFORMATION SYSTEM (LIS)**

TO: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary Schools
All Other Concerned

1. This office announces the opening of the Early Registration facility for SY 2022-2023 in the Learner Information System (LIS). All schools are directed to participate in the encoding and updating of data.
2. Public schools are instructed to use the Modified Basic Education Enrollment Form attached, however, this is optional for private schools.
3. Please be reminded also, to **strictly** implement the **kindergarten cut-off age under DO 020, s. 2018, Amendment to DO no. 47, s. 2016**.
4. For your guidance and more information, please refer to the user guide attached.
5. Widest dissemination and immediate compliance with this Memorandum is directed.

BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent



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MODIFIED BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

Check the appropriate box only:

School Year: - No LRN With LRN

Grade level to Enroll: Returning (Balik-Aral)

INSTRUCTIONS: Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

STUDENT INFORMATION

PSA Birth Certificate No. (if available upon registration) _____

Learner Reference No. (LRN)

LAST NAME

FIRST NAME

MIDDLE NAME

EXTENSION NAME e.g. Jr., III (if applicable)

DATE OF BIRTH / / SEX MALE FEMALE AGE _____

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? No Yes If Yes, please specify: _____

Mother Tongue _____

4Ps Household ID Number

ADDRESS

House Number and Street _____

Barangay _____

City/Municipality/Province/Country _____

Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name (Last Name, First Name, Middle Name) _____

Mother's Maiden Name (Last Name, First Name, Middle Name) _____

Guardian's Name (Last Name, First Name, Middle Name) _____

Telephone No. _____ Cellphone No. _____

For Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move In

Last Grade Level Completed _____ Last School Year Completed _____

School Name _____ School ID

School Address _____

For Learners in Senior High School

Semester 1st Sem 2nd Sem

Track _____ Strand (if any) _____

Preferred Distance Learning Modality/ies

- Modular (Print) Online Radio-based instruction Blended
- Modular (Digital) Education TV Homeschooling Face to Face

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian _____

Date _____

ANNOUNCEMENT

Learner Information System

IMPORTANT REMINDERS:

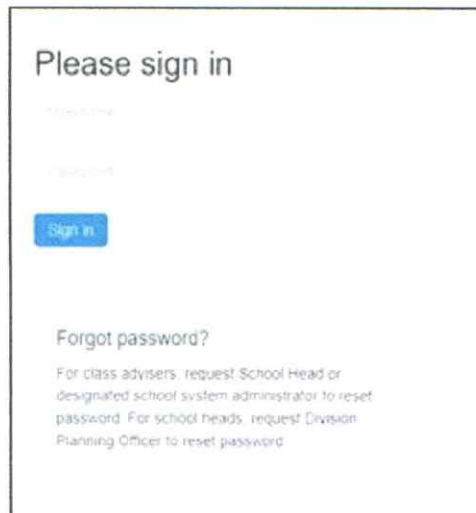
- Only School Head or System Admin Account shall have access in the Early Registration facility.
- This facility is only available in public schools.
- School can still update the Early Registration data as long as the facility is open.
- Any number entered on this facility after it closes shall be considered as the school's official count for Early Registration.

ANNOUNCEMENT

Learner Information System

STEPS:

1. Login to <https://lis.deped.gov.ph> using the School Head or System Admin user account.



Please sign in

Email Address

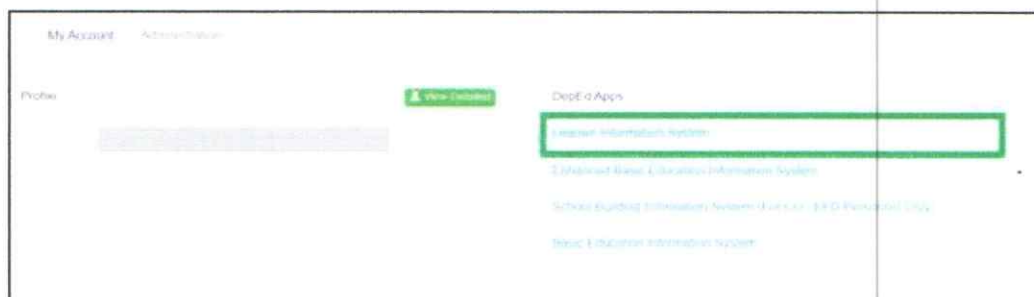
Password

Sign in

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

2. Click “Learner Information System” link.



My Account Administration

Profile

View Details

DepEd Apps

Learner Information System

National Basic Education Information System

School Scheduling Information System (SIS) - DepEd Division Office

Basic Education Information System

3. Click “Early Registration” tab.



Dashboard Status of Updating Early Registration List of Classes Transfers School Forms Data Corrections Support

Expire -

Mar 22, SY 2020-2021

ANNOUNCEMENT

Learner Information System

- Grade levels will be based on school's COC. Fill in the number of early registrants disaggregated by Sex and by Actual Modality (applicable to Kinder, Grade 1, Grade 7 and Grade 11) and by Track (applicable only to Grade 11).

COC: KINDER

- Kinder shall only appear on the Early Registration page.

Only incoming Kindergarten learners turning 5 years old on or before October 31 should be included in the Early Registration, as stipulated in DepEd Order No. 47 s. 2016 and DepEd Order No. 20 s. 2018.

Early Registration

Total Early Registration
Deadline of encoding is on April 30 2022. This will be considered as the school official count for Early Registration.

200
Male: 100 Female: 100

Kinder
200
Male: 100 Female: 100

	M	F
Modular (Print)	50	50
Modular (Digital)	0	0
Online	0	0
Educational TV	0	0
Radio-based Instruction	0	0
Homeschooling	0	0
Blended		
A. Combination of Other Distance Modalities	50	50
B. Blended Face to Face and Other Modalities	0	0

Submit

ANNOUNCEMENT

Learner Information System

COC: Grade 1-6

- **Grade 1** shall only appear on the Early Registration page.

Early Registration

Total Early Registration

Deadline of encoding is on April 30, 2022. This will be considered as the school official count for Early Registration.

300

Male	Female
150	150

Grade 1

300

Male	Female
150	150

	M	F
Modular (Print)	100	100
Modular (Digital)	0	0
Online	0	0
Educational TV	0	0
Radio-based Instruction	0	0
Homeschooling	0	0
Blended		
A. Combination of Other Distance Modalities	50	50
B. Blended Face to Face and Other Modalities	0	0

[Submit](#)

ANNOUNCEMENT

Learner Information System

COC: Kinder and Grade 1

- **Kinder and Grade 1** shall only appear on the Early Registration page.

Only incoming Kindergarten learners turning 5 years old on or before October 31 should be included in the Early Registration, as stipulated in DepEd Order No. 47, s. 2015 and DepEd Order No. 20 s. 2015.

Early Registration

Total Early Registration
Deadline of encoding is on April 30, 2022. This will be considered as the school official count for Early Registration.

900			
Male Female			
450 450			
Kinder			
600			
Male Female			
300 300			
	M	F	T
Modular (Print)	100	100	200
Modular (Digital)	0	0	0
Online	100	100	200
Educational TV	0	0	0
Radio-based Instruction	0	0	0
Homeschooling	0	0	0
Blended			
A. Combination of Other Distance Modalities	0	0	0
B. Blended Face-to-Face and Other Modalities	100	100	200
Total	300	300	600
Grade 1			
300			
Male Female			
150 150			
	M	F	T
Modular (Print)	50	50	100
Modular (Digital)	0	0	0
Online	50	50	100
Educational TV	0	0	0
Radio-based Instruction	0	0	0
Homeschooling	0	0	0
Blended			
A. Combination of Other Distance Modalities	50	50	100
B. Blended Face-to-Face and Other Modalities	0	0	0
Total	150	150	300

ANNOUNCEMENT

Learner Information System

COC: Grade 7-10

- **Grade 7** shall only appear on the Early Registration page

Early Registration

Total Early Registration

Deadline of encoding is on April 30, 2022. This will be considered as the school official count for Early Registration.

200

Male	Female
100	100

Grade 7

200

Male	Female
100	100

	M	F	T
Modular (Print)	10	10	20
Modular (Digital)	30	30	60
Online	10	10	20
Educational TV	10	10	20
Radio-based Instruction	10	10	20
Homeschooling	10	10	20
Blended			
A. Combination of Other Distance Modalities	10	10	20
B. Blended Face to Face and Other Modalities	10	10	20
Total	100	100	200

ANNOUNCEMENT

Learner Information System

COC: Grade 7-10 and Grade 11-12

- **Grade 7 and Grade 11** shall only appear on the Early Registration page.

Early Registration												
Total Early Registration												
Deadline of encoding is on April 30 2022. This will be considered as the school official count for Early Registration.												
840												
Max: 400 Min: 400												
Grade 7												
200												
Max: 100 Min: 100												
	M	F	T									
Modular (Print)	30	30	60									
Modular (Digital)	10	10	20									
Online	10	10	20									
Educational TV	10	10	20									
Radio-based Instruction	10	10	20									
Homeschooling	10	10	20									
Blended												
A. Combination of Other Distance Modalities	10	10	20									
B. Blended Face to Face and Other Modalities	10	10	20									
Total	100	100	200									
Grade 11												
640												
Max: 320 Min: 320												
Please provide enrolment breakdown by sex and track												
Technical-Vocational-Livelihood Track												
	Academic Track			Technical-Vocational-Livelihood Track			Sports Track			Arts and Design Track		
	M	F	T	M	F	T	M	F	T	M	F	T
Grade 11	80	80	160	80	80	160	80	80	160	80	80	160
Total	80	80	160	80	80	160	80	80	160	80	80	160
Technical-Vocational-Livelihood Track												
	Academic Track			Technical-Vocational-Livelihood Track			Sports Track			Arts and Design Track		
	M	F	T	M	F	T	M	F	T	M	F	T
Modular (Print)	10	10	20	10	10	20	10	10	20	10	10	20
Modular	10	10	20	10	10	20	10	10	20	10	10	20

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Learner Information System

COC: Grade 11-12

- Grade 11 shall only appear on the Early Registration page.

Early Registration

Total Early Registration

Deadline of encoding is on April 30, 2022. This will be considered as the school official count for Early Registration.

640

Male Female
320 320

Grade 11

640

Male Female
320 320

Please provide enrolment breakdown by sex and track.

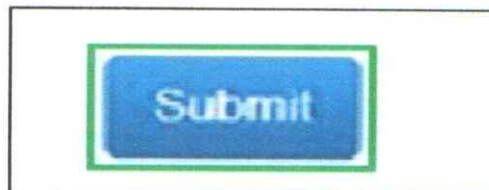
	Academic Track			Technical-Vocational- Livelihood Track			Sports Track			Arts and Design Track		
	M	F	T	M	F	T	M	F	T	M	F	T
	Grade 11	80	80	160	80	80	160	80	80	160	80	80
Total	80	80	160	80	80	160	80	80	160	80	80	160

	Academic Track			Technical-Vocational- Livelihood Track			Sports Track			Arts and Design Track		
	M	F	T	M	F	T	M	F	T	M	F	T
	Modular (Print)	10	10	20	10	10	20	10	10	20	10	10
Modular (Digital)	10	10	20	10	10	20	10	10	20	10	10	20
Online	10	10	20	10	10	20	10	10	20	10	10	20
Educational TV	10	10	20	10	10	20	10	10	20	10	10	20
Radio-based Instruction	10	10	20	10	10	20	10	10	20	10	10	20
Homeschooling	10	10	20	10	10	20	10	10	20	10	10	20
Blended												
Combination of Other Distance Modalities	10	10	20	10	10	20	10	10	20	10	10	20
Blended Face to Face and	10	10	20	10	10	20	10	10	20	10	10	20

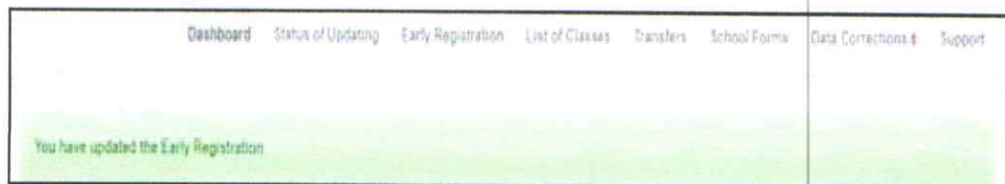
ANNOUNCEMENT

Learner Information System

5. Click the “**Submit**” button.



6. A notification message will appear upon successfully submitting/updating the number of early registrants.



7. To update the existing entries, Click the “**Early Registration**” tab.



ANNOUNCEMENT

Learner Information System

8. Click the **"Update"** button.

Only incoming Kindergarten learners having 5 years old as of before October 31 should be included in the Early Registration, as required in DepEd Order No. 47, s. 2016 and DepEd Order No. 20, s. 2010.

Early Registration

Total Early Registration
This total is automatically generated as of April 30, 2017. This will be considered as the source of data for Early Registration.

138
Male: 70
Female: 68

Kindergarten
23

Grade 1
115

Update

9. Update the breakdown. Then, click the **"Submit"** button.

Only incoming Kindergarten learners having 5 years old as of before October 31 should be included in the Early Registration, as required in DepEd Order No. 47, s. 2016 and DepEd Order No. 20, s. 2010.

Early Registration

Total Early Registration
This total is automatically generated as of April 30, 2017. This will be considered as the source of data for Early Registration.

199
Male: 107
Female: 92

Kindergarten
33

Grade 1
166

Submit