



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

May 22, 2025

DIVISION MEMORANDUM
No. 319, s. 2025

**LEARNER INFORMATION SYSTEM (LIS) END OF SCHOOL YEAR (EOSY)
2024-2025 UPDATING, FINALIZATION AND SUBMISSION**

To: Public Schools District Supervisors
Public and Private School Heads / Administrators
School Registrars/LIS Coordinators
All Others Concerned

1. This office, thru the School Governance and Operations Division – Planning & Research Section, reminds that the End-of-School-Year (EOSY) Updating Facility in the Learner Information System (LIS) is now open until May 31, 2025 for ALL public and private schools offering basic education. Schools are directed to ensure that the data reported in the EOSY Updating and Finalization are correct and accurate to maintain data quality and minimize data issues.
2. Pending Transfers shall be acted upon by the originating/previous schools of the learners, reflected in the TRANSFERS button.
3. Class advisers shall finalize first their respective section/class before the school heads can finalize & submit the whole school.
4. School Heads are directed to submit EOSY School Forms (SF5, SF5K, SF5A, SF5B, SF4, SF6, and District Consolidated SFCR) both the EXCEL File softcopy and signed/scanned copy at this link <https://tinyurl.com/EOSY2025-SF-Submission>.
5. For widest dissemination and strict compliance.


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