



Republic of the Philippines
Department of Education
 Region I
 SCHOOLS DIVISION OFFICE OF PANGASINAN II

Office of the Schools Division Superintendent

01 July 2024

DIVISION MEMORANDUM

NO.: 292, S. 2024

DIVISION CONFERENCE ON SY 2023-2024 LEARNER INFORMATION SYSTEM (LIS) ISSUES AND CONCERNS

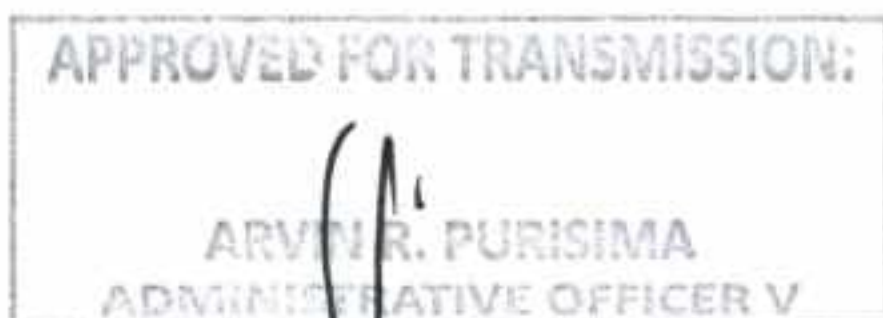
To: Concerned Public Schools District Supervisors
 Concerned Public Elementary and Secondary School Heads
 Concerned Private Elementary and Secondary School Heads
 Concerned School LIS Coordinators
 All Others Concerned

1. This Office shall conduct a Division Conference on SY 2023-2024 LIS Issues and Concerns on **July 3-5, 2024 at the Division Function Room**. This is to expedite the processing and/or approval of requests in the LIS such as enrollment with gap, creation of LRN, transfer in/out, multiple LRN.
2. In this connection, Concerned School LIS Coordinators are requested to attend the said conference on the following dates. They should bring the documents needed to facilitate the approval of their request/s in the LIS.

Public Schools in the 4 th Congressional District	July 3, 2024, 8:00am-12:00pm
Public Schools in the 5 th Congressional District	July 3, 2024, 1:00pm-5:00pm
Public Schools in the 6 th -A Congressional District	July 4, 2024, 8:00am-12:00pm
Public Schools in the 6 th -B Congressional District	July 4, 2024, 1:00pm-5:00pm
Private Schools in the 4 th and 5 th Congressional District	July 5, 2024, 8:00am-12:00pm
Private Schools in the 6 th Congressional District	July 5, 2024, 1:00pm-5:00pm

3. Issues requiring technical assistance from the Central Office shall be submitted to the Planning and Research Unit email address; **planningandresearchpang2@gmail.com**. Attachments to the email should include request letter signed by the school head and documentary requirements such as scanned copy of SF10, SF9 and Birth Certificate or its equivalent.

3. For information and strict compliance.



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 Officer-In-Charge
 Office of the Schools Division Superintendent



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