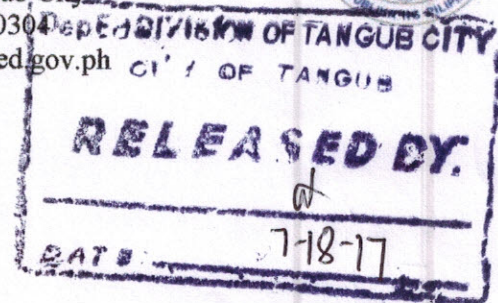




Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
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Division Memorandum
No. 139, s. 2017



To: **Elementary School Heads**
Secondary School Heads
Public and Private Schools

From: This Division
for Victoria V. Gazo T. A.
VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent
7-18-17

Subject: **Encoding of Number of Learners Enrolled as of June 30, 2017 in the Learners Information System**

Date: **July 17, 2017**

1. As a prerequisite for the enrollment and updating of BOSY 2017-2018, school heads in public and private schools must provide its total number of learners enrolled as of June 30, 2017 in the quick count facility of the Learners Information System.
2. Please fill-in your school's total enrollment data using the School Form 4 (SF4) for the month of June 2017 as your basis.
3. Note that this will not affect BOSY encoding and actual count of learners enrolled in the LIS.
4. Encode enrollment data using system admin or school head account.
5. For SHS, the quick count facility required total number of enrolled learners regardless of program offering.
6. For schools with different academic year (e.g. School Year starts in August), use preliminary enrollment or early enrollment figures.
7. Deadline of updating for quick count is on July 19, 2017 (Wednesday).
8. For immediate and wide dissemination.