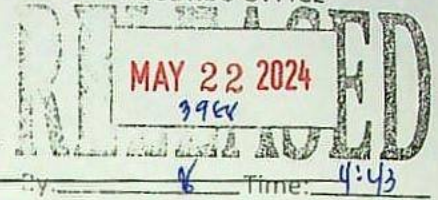




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City  
RECORDS OFFICE



Office of the Schools Division  
Superintendent

May 22, 2024

**DIVISION MEMORANDUM**

No. 212, s.2024

**OVERTIME SERVICES TO ALL PERSONNEL INVOLVED IN THE LEARNERS  
INFORMATION SYSTEM (LIS) IN ALL PUBLIC SCHOOLS**

To: Asst. Schools Division Superintendent  
Chief, CID & SGOD  
Public School District Supervisors  
Public School Principals/SHs (Elem & Sec)  
All others concerned

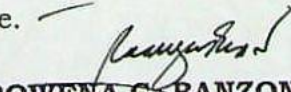
1. To ensure compliance to timeliness set by the Central Office with respect to LIS updating, this Office is issuing the following guidelines to be observed during LIS activities both for BOSY (beginning of school year) and EOSY (end of school year), as follows:

- **LIS encoding (BOSY and EOSY).** Encoding of learners profile in the Learners Information System (LIS) at the beginning/end of the school year should be done by the following:
  - o Class Advisers: 2 days
  - o LIS Coordinators: Small School = 4 days  
Medium School = 6 days  
Large School = 8 days

2. Should there be occurrence of technical difficulty, i.e., server error or connection, the advisers and LIS coordinators may finish their task intermittently, but the aggregate/total number of hours should not exceed the specified number of days to finish the task.

3. As specified in **DepEd Order No. 32, s. 2018**, service credits shall be granted to LIS encoders and coordinators who rendered service relating to LIS during Saturdays, Sundays, holidays and summer vacation for a period not exceeding the number of days specified above.

4. For information, guidance and compliance.

  
**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City  
Telephone: (075) 653-4101  
Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)