



Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

September 15, 2020

**DIVISION MEMORANDUM**  
 DM No. 261, s. 2020

**BASIC INSTRUCTION AND RATIONALE TO THE MINOR ADJUSTMENT IN THE  
 LEARNER INFORMATION SYSTEM (LIS) BOSY 2020-2021**

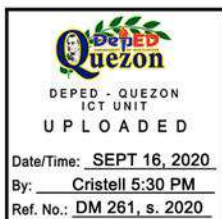
**To: OIC – Assistant Schools Division Superintendents, Division Chiefs, Public Schools District Supervisors, Public and Private School Heads, District and School LIS Coordinators/Registrars, Class Advisers, all others Concerned**

1. DepEd Central Office thru the Office of the Director – Planning Service releases an Advisory *Re: Basic Instruction and Rationale to the Minor Adjustment in the Learner Information System (LIS) BOSY 2020-2021* dated September 15, 2020 regarding the deployment of the Beginning of the School Year (BOSY) facility prior to the actual opening of classes. Please see attached Advisory for reference.
2. Public and private schools shall proceed to the enrollment of learners in the LIS ensuring accurate information has been encoded in the system.
3. For other related LIS concerns, please contact the following:

Concern	Contact Numbers
1st and 3rd Congressional District – Public Elementary Schools	09617236843
2nd and 4th Congressional District – Public Elementary Schools	09192926965
1st to 4th Congressional District – Public Secondary Schools	09192926980
1st to 4th Congressional District – Private Schools	09192926983
Password Reset (Via Text Only)	09192925637

4. Widest dissemination of and strict compliance to this Memorandum is desired.

**ELIAS A. ALICAYA JR., Ed.D.**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent



parmjdf09/15/2020

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Republic of the Philippines  
Department of Education


Office of the Director – Planning Service

## ADVISORY

September 15, 2020

### Basic Instruction and Rationale to the Minor Adjustment in the Learner Information System (LIS) BOSY 2020-2021

1. **Deployment of the BOSY facility prior to the actual opening of classes**  
In support of the Basic Education Learning Continuity Plan (BE-LCP), securing advance information of enrolment data and actual modality/ies being offered per school will help each level of governance in preparing and adjusting to the needs of the schools in the new normal. Further, this will help in planning and formulating solutions to any potential implementation issues.
2. **Date of Official Enrollment (DOOE).**  
Since the BOSY facility was deployed ahead of the opening of classes, the date of first attendance will no longer be needed. Instead, this will be **replaced by the date of official enrollment (DOOE)**. The DOOE is **the date when the teacher confirmed** (i.e. through phone call etc) **the learner's enrolment with the parent/guardian or the adult learner** after the initial enrollment through the LESF submission. Learners who submitted the LESF but later decided to (1) enroll in another school or (2) will no longer enroll in the coming school year will not be enrolled through the LIS BOSY facility.
3. **Transfer of learner to another school after date of official enrollment was encoded** The existing transfer facility will handle the transfer transaction. As per the usual transfer transaction, the actual date of confirmation of transfer/enrollment is required. The date of each transaction shall be sequential.
4. **Generation of School Form 1, School Form 2 (attendance) and School Form 5 (promotion)**  
Adjusted SF 1 is now available for download.  
Adjusted SF 2 will be available for download beginning October 5, 2020 (tentatively).  
Adjusted SF 5 -For Kinder to Grade 10 will be available during the EoS  
-For SHS will be available on December 2020
5. **Dashboard for monitoring of Enrolment with Modality will become available soon.**
6. **Additional data/information will be collected such as:**
  - a. Modality (available)
  - b. Country of Citizenship (available)
  - c. Zip Code and permanent address of learner (for deployment)
  - d. Tagging of LESF data for incoming Kindergarten, Balik Aral, and other learners who are not yet LESF-tagged (for deployment)

  
**ROGER B. MASAPOL**  
Director IV, Planning Service