



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
DIVISION OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. SENIOR HIGH SCHOOL
SOUTH SQUARE VILLAGE, PASONG KAWAYAN II, GEN. TRIAS CITY, CAVITE

January 3, 2024

School Memorandum
No. 1 s. 2024

Update of Students Data in Learners Information System (LIS) and Re-orientation of SF5A for SY2023-2024/1st Semester

To : All Advisers
Strand Chair

1. With reference to DO 33, s.2013 "LEARNER INFORMATION SYSTEM (LIS) DATA HOUSEKEEPING AND IMPLEMENTATION FOR SCHOOL YEAR (SY) 2013-2014". Luis Y. Ferrer Jr. Senior High School will conduct its SY2023-2024 LIS Housekeeping.
2. Through LIS Housekeeping students' data will be reviewed and clean up by the adviser.
3. The following schedule in the conduct of LIS Housekeeping will be observed.

Time	Jan. 9, 2024	Jan. 10, 2024	Jan. 11, 2024	Jan. 12, 2024
Venue	Com Lab 2	Com Lab 2	Com Lab 3	Com Lab 3
8:30-10:00	HE 11 – 9 sections		ABM 11&STEM 11 – 13 sections	
10:00-11:30	ICT 11 & IA 11 – 9 sections		HUMSS 11 – 16 sections	
1:00-2:30		HE 12 – 9 sections		ABM12&STEM12 – 13 sections
2:30-4:00		ICT 12 & IA 12 – 7 sections		HUMSS 12 – 14 sections

4. Encoding will take place at the school's computer laboratory – Lab 2 & Lab 3 on the said date and time. Advisers are asked to bring the students folder as reference for housekeeping.




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5. Preparation for School Form 5 for 1st semester will also be discuss before housekeeping.
6. No classes will be disrupted when doing LIS housekeeping.
7. Immediate and widest dissemination of this memorandum is desired.


SALLY B. GENUINO
School Principal II