



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL

October 24, 2025

SCHOOL MEMORANDUM
No. 101, s. 2025

UPDATING OF LEARNER INFORMATION SYSTEM (LIS)

To: All Class Advisers

1. In line with the ongoing data validation and updating in the Learner Information System (LIS), all class advisers are hereby directed to **enroll and double-check the learner profiles** under their respective advisory classes to ensure that all information entered is **accurate and updated**.

Please be guided by the following reminders:

- a. Verify all learner data such as name, date of birth, gender, LRN, and grade level.
 - b. Coordinate with the Guidance Office for the **approval of pending transfers**.
 - c. Request corrections or updates in learner information, if necessary, through the designated LIS focal person.
 - d. Report any system-related issues or discrepancies encountered during the updating process.
2. Immediate compliance is highly expected to maintain the accuracy of school records in the LIS.
 3. For any questions or technical assistance, please contact **Ms. Joy Ann M. Banning, School ICT Coordinator**.
 4. **Immediate and widest dissemination** of this memorandum is earnestly desired.


NANETH P. SALVADOR, EdD
Principal II

JAMB/SM No. 101, s.2025
10/24/2025



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