



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

DepEd - Division of Batangas
RECORDS SECTION

RECEIVED

Doc. No.: R2-128934
By: SEP 20 2023 Time: 11:39

September 20, 2023

DIVISION MEMORANDUM

No. 332, s. 2023

LEARNERS INFORMATION SYSTEM ENROLMENT FOR SY 2023-2024

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Please be informed that the Learners Information System Enrolment Facility is now available for encoding until October 30, 2023.
2. Relative to this, all public schools class advisers, school registrars and system administrators of private schools are requested to complete the encoding of learners in the Learners Information System.
3. The enrolment data captured after the deadline of encoding shall be the official Beginning of School Year enrolment.
4. All data corrections and other system related issues encountered during enrolment are advised to be communicated to the Planning and Research Section through submission of the learners' documentary requirements to the LIS/EBEIS Helpdesk and Ticketing System.
5. The online platform can be accessed at <http://bit.ly/SY2023-2024PlanningTicketingSystem>.
6. The tutorial presentation on the step by step procedure on how to escalate LIS & EBEIS issues and concerns as well as official forms and templates to be used is available for download thru <http://bit.ly/TutorialPresentationandForms>.
7. For queries, clarifications and needed technical assistance, email SGOD – Planning and Research Section at sdobatangas.planning@deped.gov.ph.

DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉ deped.batangas@deped.gov.ph
🌐 www.depedbatangas.com



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

8. Immediate dissemination of this memorandum is desired.

for my
MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent *MS*

DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎ (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉ deped.batangas@deped.gov.ph
🌐 www.depedbatangas.com