



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

November 7, 2023

DIVISIONAL MEMORANDUM

No. 332, s. 2023

**REQUIRING CLASS ADVISERS OF THE IDENTIFIED SCHOOLS
TO FILL OUT THE LEARNERS INFORMATION SYSTEM (LIS)
RESPONSIBILITY AND INVENTORY OF OATHS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
Other Concerned Personnel
This Division

1. Per DepEd Order No. 032, s. 2018, re: Policy Guidelines on the Collection of data/information requirement for Beginning of School Year in the Learners Information System and Enhanced Basic Information System, this Office directs the following identified schools to fill out the LIS Responsibility and Inventory Oaths.

Elementary:

- Andrea D. Costonera ES
- Catadman ES
- Felipe Carreon CS
- Gango ES
- Malaubang IS
- Maningcol CS
- Misamis Annex IS

JHS:

- Ozamiz City NHS
- Misamis Annex IS
- Labo NHS
- Pulot NHS
- Ozamiz City SAT
- Montol NHS
- San Antonio NHS

SHS:

- Ozamiz City NHS
- Ozamiz City SAT
- Labo NHS
- Pulot NHS



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph



PANDONG
#PadayonAsensoOzamiz



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2. The school heads of the identified schools shall also submit the list of class advisers who refused to take the said Oaths.
3. The deadline of submission will be on Friday, November 10, 2023.
4. Queries regarding the matter can be channeled to Ell June S. Abucay, Planning Officer III at elljune.abucay@deped.gov.ph.
5. Immediate and wide dissemination of this Memorandum is desired.

NIMFA R. LAGO, PhD., CESO VI
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

Pp: 
ANACLETA A. GACASAN
 Chief Education Supervisor (CID)

Encl.: As Stated
 Reference: DO 032-2018
 To be indicated in the Perpetual Index
 Under the following subjects:

LIS	OATH	INVENTORY	RESPONSIBILITY
SBC/DM___ REQUIRING CLASS ADVISERS OF THE IDENTIFIED SCHOOLS TO FILL OUT THE LEARNERS INFORMATION SYSTEM (LIS) RESPONSIBILITY OATH AND INVENTORY OF OATHS			



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Class Adviser LIS Responsibility Oath

I solemnly swear and commit to my responsibilities as a class adviser, recognizing the vital role I play in the education and well-being of my learners. I understand that enrolling **all my learners** in the Learner Information System (LIS) is a crucial duty that ensures accurate records and benefits their educational journey.

I hereby pledge to adhere to the following oath:

1. I will diligently and promptly **enroll all my learners** in the Learner Information System (LIS) in accordance with the guidelines and deadlines set by the Department.
2. I will verify the accuracy of learner information provided in the LIS, ensuring that it is complete and up-to-date, and promptly rectify any discrepancies or errors.
3. I will maintain a record of all enrollment transactions and related documents to ensure transparency and accountability.
4. I will take all necessary measures to safeguard the personal and academic information of my learners in the LIS, treating it with the utmost confidentiality and respect for privacy.
5. I understand that the enrollment of learners in the LIS is my responsibility, and I will not delegate this task to others without proper oversight and accountability.
6. I acknowledge that it is my liability if any learner under my care is found to be not enrolled in the Learner Information System, and I will take full responsibility for any consequences that may arise from such oversights.

I commit to fulfilling these responsibilities to the best of my ability, recognizing that the accurate enrollment of learners in the Learner Information System is essential for their educational progress and success.

[Signature]

[Name of Class Adviser]

[Date]

Inventory of Oaths

Grade Level	Number of Class Advisers	Number of Class Advisers with Oath	Number of Class Advisers who Refused
Total			

[Signature]

[Name of ICT Coordinator]

[Date]

[Signature]

[Name of School Head/Department Head]

[Date]