



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

January 24, 2024

DIVISION MEMORANDUM  
No. **055**, s. 2024

**REQUEST FOR ASSIGNMENT OF DISTRICT AND CLUSTER  
LIS/PLANNING COORDINATORS**


To: Assistant Schools Division Superintendents  
Division Chiefs  
Functional Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) continues to strive for excellence in our public school system, it has become increasingly apparent that the efficient management of information systems and planning processes is crucial for the overall success of our educational programs. Considering this, the office would like to request the assignment of District and Cluster LIS/Planning Coordinators to streamline these essential functions.
2. This office kindly requests the Public Schools District Supervisors to take the lead in assigning competent individuals to these roles within their districts and clusters. A link will be forwarded to the President of the Public Schools Districts Supervisors for distribution among all the PSDSs preventing direct circulation to individual schools and mitigating the risk of duplicating entries. The link shall be accomplished on or before January 29, 2024.
3. The individuals selected for these roles should possess the following qualifications:
  - Strong organizational and communication skills
  - Familiarity with educational information systems and planning processes
  - Ability to collaborate effectively with school administrators and other stakeholders
  - Knowledge of relevant educational policies and guidelines
  - **Not designated as School LIS / Planning Coordinator**

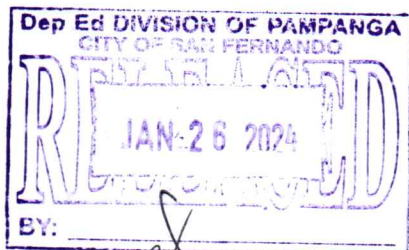


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4. In line with this designation, it is expected that the designates are expected to fulfill their duties and responsibilities inherent to the position. Enclosed is the list detailing the coordinators' duties and responsibilities. This designation grants them eligibility to avail service credits in accordance with Division Memorandum No. 14, s. 2020, titled "Guidelines on the Grant of Vacation Service Credits to Teachers." This is especially pertinent to the Beginning of School Year and End of School Year Updating of Learners' Profiles in the LIS.
5. In order to properly sustain the operation and maintenance of all the Division's existing Information, System Programs and Projects, all nationally funded teachers who actually perform the tasks are eligible to avail of this privilege. Accordingly, the extent of service credit granted will be determined by evaluating the coordinators' effectiveness in promptly responding to tasks and delivering outputs and reports of high quality.
6. For more information, all concerned may contact the Planning Officer III, Robin D. Perez, through [planning.pampanga@deped.gov.ph](mailto:planning.pampanga@deped.gov.ph) / 963-1116, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.
7. Immediate dissemination of this Memorandum is earnestly desired.

  
**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

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Enclosure to DM no. \_\_\_ s. 2024

**DISTRICT AND CLUSTER LIS / PLANNING COORDINATOR DUTIES AND RESPONSIBILITIES**

1. Oversee the successful implementation of the Learner Information System (LIS) at the district and cluster levels, and ensure that all schools within the district/cluster adhere to LIS guidelines and procedures.
2. Facilitate regular data quality checks and validations to ensure accuracy and completeness of information, and collaborate with school LIS / Planning Coordinators to address any discrepancies or issues related to data entry.
3. Consolidate, validate, and analyze LIS data to generate district/cluster-level reports, and ensure timely submission of required reports to higher authorities and stakeholders.
4. Prepare and submit consolidated reports to higher authorities, such as the regional education office or central education department, and ensure that reports are submitted within designated timelines.
5. Provide feedback to School LIS/Planning Coordinators based on the consolidated reports and make recommendations for improvement and share best practices across schools within the district.