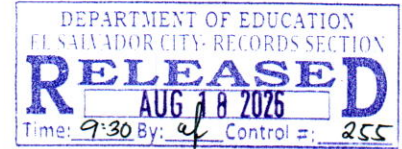




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



August 12, 2026

DIVISION MEMORANDUM
NO. 255, s. 2026

SUBMISSION OF UPDATED LEARNER INFORMATION SYSTEM (LIS)
ENROLLMENT DATA AND REQUEST OF TECHNICAL ASSISTANCE

To: Assistant Schools Division Superintendent
SGOD Chief
Planning Officer III
Senior Education Program Specialist, SMME
Public Elementary and Secondary School Heads
Private School Administrators
Section Heads
All Others Concerned

1. Following the issuance of an unnumbered memorandum, dated July 7, 2026, from the Office of the Secretary signed by Undersecretary Rafaelita M. Aldaba, PhD, titled "Encoding on the Learner Information System (LIS) for Beginning of School Year (BOSY) 2026-2027 and Division Memorandum No. 215, s. 2026 titled "Encoding and Tagging of Learners in the Learner Information System for School Year 2026-2027, the Office hereby directs the field to submit the following data sets:
 - a. Updated actual enrollment report disaggregated by grade level and sex as of August 17, 2026;
 - b. Updated enrollment data in the Learner Information System (LIS) disaggregated by grade level and sex as of August 17, 2026;
 - c. Count of learners with existing change request, disaggregated per request
 - d. Count of learners not enrolled in LIS including the Technical assistance needed from the office.
2. All the data sets shall be reported through Enclosure No. 1 attached and shall be submitted on or before August 19, 2026
3. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

09



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

4. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

11

ATCH: As stated

Reference: Unnumbered Memorandum from the Office of the Secretary dated July 7, 2026
Division Memorandum No. 215, s. 2026

LEARNER INFORMATION SYSTEM
BEGINNING OF SCHOOL YEAR 2026-2027
ENROLLMENT
TECHNICAL ASSISTANCE

RE: SUBMISSION OF UPDATED LEARNER INFORMATION SYSTEM (LIS) ENROLLMENT DATA
AND REQUEST OF TECHNICAL ASSISTANCE



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

Enclosure No. 1

School: _____

Table 1. Actual Physical Enrollment vs. LIS Enrollment

Grade Level Col.1	Actual Physical Enrollment Col.2			LIS Enrollment Col.3			Count of Learners with following change requests. Col.4			
	M	F	T	M	F	T	Enrollment w/Gap	Temporary Enrollment	Pending Transfer-in	Enrollment of Ineligible
Kindergarten										
Grade 1/7										
Grade 2/8										
Grade 3/9										
Grade 4/10										
Grade 5/11										
Grade 6/12										
Non-Graded										

Data as of August 17, 2026

Table 2. Count of Learners not enrolled in the Learner Information System (LIS) and TA needs

Grade Level Col.1	Count of learners not enrolled in the LIS (Col.3 – Col. 2 of Table 1) Col.2			Factors and Challenges Hindering Learner Enrollment	Technical Assistance Needed from the Office
	M	F	T		
Kindergarten					
Grade 1/7					
Grade 2/8					
Grade 3/9					
Grade 4/10					
Grade 5/11					
Grade 6/12					
Non-Graded					

Data as of August 17, 2026

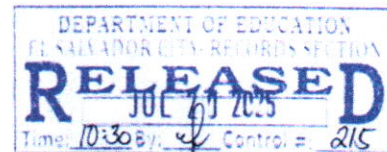
Change Request	What to do?
Enrollment w/Gap	>Schools to submit a copy of the scanned SF-10 for approval
Temporary Enrollment	>Schools to submit the accomplished Affidavit of Undertaking
Pending Transfer	>Schools (Advisers) to call or follow-up the school of origin of the learners
Enrollment of Ineligible	>Schools to submit a copy of the scanned SF-10 for approval

I hereby certify that this report has been properly reviewed and that all entries contained herein are accurate and complete

School Head Name & Signature
Date Signed



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



July 16, 2026

DIVISION MEMORANDUM
NO. 215, s. 2026

ENCODING AND TAGGING OF LEARNERS IN THE LEARNER INFORMATION
SYSTEM FOR SCHOOL YEAR 2026-2027

To: Assistant Schools Division Superintendent
SGOD Chief
Planning Officer III
Public Elementary and Secondary School Heads
Private Elementary and Secondary School Heads/Administrators
All Others Concerned

1. Pursuant to an unnumbered Memorandum from the Office of the Secretary dated July 7, 2026, the field is hereby directed to start the encoding of learners' data in the Learner Information System for School Year 2026-2027

2. Furthermore, all schools are reminded to ensure that all required taggings are properly done which includes the following:

- 2.1. Pantawid Pamilyang Pilipino Program (4Ps)
- 2.2. Indigenous People Learners (IP)
- 2.3. Learners with Special Needs (SNED)
- 2.4. ESC Grantees and SHS QVRs Beneficiaries (Private Schools Only)
- 2.5. Academic Recovery and Accessible Learning (ARAL) Program
- 2.6. Height and Weight
- 2.7. Ethnicity
- 2.8. Citizenship
- 2.9. Mother Tongue & Other Spoken Language
- 2.10. Religion
- 2.11. Other required information

3. Lastly, schools shall ensure that all data reported in the Quick Count Facility are accurately reflected in the actual LIS Enrollment Facility. A status report shall be issued every two (2) days, or as deemed necessary, to monitor the progress of schools in the encoding and tagging process

Schools	Quick Count Data	Schools	Quick Count Data
AMOROS ES	593	KALABAYLABAY IS	534
BADIANGON ES	131	KIBONBON ES	233
BOLISONG ES	241	MOLUGAN CS	1138
COGON ES	535	MNHS	1522
COGON NHS	945	PSB ES	392
ECCS	1283	SAMBULAWAN ES	215



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

ECNHS	764	SAMBULAWAN NHS	205
HIMAYA ES	307	SFDAES	193
HIMAYA NHS	376	SFDANHS	152
HINIGDAAN ES	312	SINALOC ES	494
HINIGDAAN NHS	362	SINALOC NHS	258
TAYTAY ES	523	ULALIMAN ES	285
STELLULAE MARIAE SCHOOL	44	MIRACULOUS MEDAL ACADEMY	41
THE NEW EL SALVADOR COLLEGES	311	ST. JOSEPH ACADEMY	898

Table 1. Quick Count Data per School for SY 2026-2027 | Extracted: July 16, 2026

4. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. This Office directs the immediate and wide dissemination of this Memorandum.

RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH: As stated

Reference: Unnumbered Memorandum from the Office of the Secretary dated July 7, 2026

To be indicated in the Perpetual Index
under the following subjects:

LEARNER INFORMATION SYSTEM
BEGINNING OF SCHOOL YEAR 2026-2027

RE: ENCODING AND TAGGING OF LEARNERS IN THE LEARNER INFORMATION SYSTEM
FOR SCHOOL YEAR 2026-2027



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR PHILIPPINE QUALIFICATIONS FRAMEWORK SECRETARIAT,
POLICY AND PLANNING SERVICE, EDUCATION CENTER FOR ARTIFICIAL INTELLIGENCE RESEARCH

MEMORANDUM

TO : **MINISTER, BASIC, HIGHER AND TECHNICAL EDUCATION,
BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
ALTERNATIVE LEARNING SYSTEM (ALS) LEARNING
FACILITATORS
ALL OTHERS CONCERNED**

FROM : 
RAFAELITA M. ALDABA, PhD
Undersecretary
Office of the Secretary

SUBJECT : **ENCODING ON THE LEARNER INFORMATION SYSTEM
(LIS) FOR BEGINNING OF SCHOOL YEAR (BOSY) 2026-
2027**

DATE : 07 July 2026

1. The Department of Education (DepEd), through the Policy and Planning Service – Education Management Information System Division (PPS EMISD), and Information and Communications Technology Service (ICTS), collects the official enrollment data every school year through the Learner Information System (LIS). These are vital in formulating evidence-based policies, decision making, and developing programs and projects in basic education.
2. All public and private schools, State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs) offering basic education, Philippine School Overseas (PSOs), and Alternative Learning System Community Learning Centers (ALS CLCs) shall commence the encoding and updating of the learners' data in the LIS **from July 13, 2026 to September 30, 2026.**

Hence, all schools shall ensure that the learners' data are correct and reported within the timeline in the LIS, since this information will serve as a basis of the official enrollment.

3. For the Beginning of School Year (BOSY) 2026–2027, all schools shall enroll their learners in the LIS, update learners' profiles, and ensure that the following are tagged respectively:
 - a. Academic Recovery and Accessible Learning (ARAL) Program
 - b. Alternative Delivery Modes (ADM)
 - c. Arabic Language and Islamic Values Education (ALIVE)
 - d. Height & Weight
 - e. Citizenship
 - f. ESC Beneficiaries (for GASTPE Program-Participating Private Schools)
 - g. Ethnicity
 - h. Indigenous Peoples (IPs) Learners
 - i. Mother Tongue & Other Spoken Language
 - j. Pantawid Pamilyang Pilipino Program (4Ps) Beneficiaries
 - k. Religion
 - l. School-Based Feeding Program (SBFP) Beneficiaries
 - m. SHS Voucher Beneficiaries (for E-GASTPE Program-Participating Private Schools)
 - n. Special Needs Education (SNEd) and Classification/Types of Special Needs
4. **One-time SHS Enrollment.** One-time enrollment shall be implemented for Senior High School, regardless of whether a school adopts the three-term calendar or the two-semester calendar. Hence, there is no need to enroll and update the end of term or semester statuses of SHS learners per term or semester.
5. **Strengthened Senior High School Elective Tagging.** Electives taken by all Grade 11 and Grade 12 SSHS learners for Term 1 shall be tagged at the BOSY encoding, while those taken during Terms 2 and 3 shall be tagged at the End of School Year (EOSY) updating in the LIS.
6. All schools shall ensure that each learner has only one unique Learner Reference Number (LRN). Hence, learners with existing LRNs shall not be added into the system for issuance of a new one to ensure continuity of learner records.
7. The Regional Planning Officers (RPOs) and Division Planning Officers (DPOs) shall provide technical assistance to schools that encounter difficulty in encoding their Beginning of School Year (BOSY) enrollment in the LIS and monitor the participation of all schools under their respective jurisdiction.

8. For any clarifications, please do not hesitate to contact the Policy and Planning Service – Education Management Information System Division (PPS-EMISD) through telephone number: 8638 2251 or email address: pps.emisd@deped.gov.ph.
9. For compliance and dissemination.