



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 20 2024

MEMORANDUM

No. 268, s. 2024

**ENCODING ON LEARNER INFORMATION SYSTEM (LIS)
FOR BEGINNING OF SCHOOL YEAR (BOSY) 2024-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC, Chief Education Supervisor, School Governance & Operations Division
Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. In reference to DepEd Memorandum from the Office of the Undersecretary for Administration, dated September 11, 2024, on the above-captioned subject, the contents of which are self-explanatory.
2. To enable evidence-based policies, decision-making, programs, and projects in basic education, it is essential to collect accurate, timely, and correct data. This includes providing the official number of enrolled learners in the schools, which is gathered through the Department of Education's (DepEd) information systems.
3. In order to capture and record the learners who are officially enrolled in the school for the School Year 2024–2025, the DepEd opened the Learner Information System (LIS) through the Planning Service - Education Management Information System Division (PS-EMISD) and Information and Communication Technology Service (ICTS). This included tagging for the Alternative Delivery Mode (ADM), Body Mass Index (BMI), School-Based Feeding Program (SBFP), Education Service Contracting (ESC), and Senior High School Qualified Voucher Recipient (SHS QVR) for each learner.
4. All private schools in the division commenced the encoding and updating of the learner's data in the LIS on June 10, 2024.
5. In addition, public elementary and secondary schools and Alternative Learning System Community Learning Centers (ALS CLCs) launched the encoding and updating of the learner's data in the LIS on August 27, 2024. Furthermore, public schools shall strengthen the **Child Finding or Mapping activities in the locality** to guarantee that all school-age learners are enrolled in the school pursuant to DepEd Order No. 23, s. 2022, "Child Find Policy for Learners with Disabilities Towards Inclusive Education".
6. The deadline for the aforementioned LIS encoding and upgrading is on **October 31, 2024**, and it will be applicable to all schools and ALS CLSs.
7. The Division Planning Officer (DPO) is responsible for overseeing the participation of all schools and CLCs and provide technical assistance to schools who are having trouble encoding their BOSY enrollment in the LIS.



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8. For any questions or concerns, please contact the SGOD-Planning & Research Section via email at planning.sdomuntinlupa@deped.gov.ph.
9. Immediate dissemination and compliance with this Memorandum are directed.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: none

References: as stated

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

ENROLLMENT
SCHOOL
DATA
POLICY
LEARNER



Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

8600

SDU Meralco Pasig City
 RECORDED
RECEIVED
 9-17-24
 BY: EVELYN N. RINGAL
 8:30am

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
 ALL OTHERS CONCERNED**

FROM : **ATTY. MEL JOHN I. VERZOSA**
 Undersecretary for Administration

SUBJECT : **ENCODING ON LEARNER INFORMATION SYSTEM (LIS)
 FOR BEGINNING OF SCHOOL YEAR (BOSY) 2024-2025**

DATE : 11 September 2024

Collection of accurate, timely and correct data, specifically, in providing the official number of enrolled learners in the schools gathered through the information systems of the Department of Education (DepEd) are vital to support evidence-based policies, decision making, programs and projects in the basic education.

With this, the DepEd through the Planning Service – Education Management Information System Division (PS-EMISD) and Information and Communications Technology Service (ICTS), opened the Learner Information System (LIS) to capture and record the learners officially enrolled in the school for the School Year 2024-2025 including the tagging for the Alternative Delivery Mode (ADM), Body Mass Index (BMI), School-Based Feeding Program (SBFP), Education Service Contracting (ESC) and Senior High School Quality Voucher Recipient (SHS QVR) of each learner.

All private schools, State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), and Philippine School Overseas (PSOs) offering Basic Education in the country and abroad commenced the encoding and updating of the learner’s data in the LIS **on June 10, 2024.**

While the public elementary and secondary schools, and Alternative Learning System Community Learning Centers (ALS CLCs) commenced the encoding and updating of the



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learner's data in the LIS **on August 27, 2024**. Moreover, public schools shall intensify the **Child Finding or Mapping activities in their localities** to ensure that all school-age learners are enrolled in the school pursuant to DepEd Order 23 s. 2022 "Child Find Policy for Learners with Disabilities Towards Inclusive Education".

Likewise, the deadline of the abovementioned encoding and updating in the LIS will be on **31 October 2024** and this shall be applicable to all schools and ALS CLCs.

The Regional Planning Officers (RPOs) and Division Planning Officers (DPOs) shall provide technical assistance to schools that encounters difficulty in encoding their BOSY enrollment in the LIS, and monitor the participation of all schools under their respective jurisdiction.

For any clarifications, please do not hesitate to contact the Planning Service – Education Management Information System Division (PS-EMISD) through telephone number: 8635-3958 or email address: ps.emisd@deped.gov.ph.

For compliance and dissemination.