



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 30 2024

MEMORANDUM

No. 303, s. 2024

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

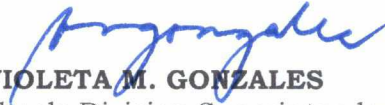
To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC, Chief Education Supervisor, School Governance & Operations Division
Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is a 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, including the Learner Information System (LIS).
3. All private schools in the division commenced the encoding and updating of the learner's data in the LIS on June 10, 2024. 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".
4. The deadline for the aforementioned LIS encoding and upgrading is on **October 31, 2024**, and it will be applicable to all schools and ALS CLCs.
5. 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.
6. For any questions or concerns, please contact the SGOD-Planning & Research Section via email at planning.sdomuntinlupa@deped.gov.ph.



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7. 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

JDN/DM/ ENCODING ON LEARNER INFORMATION SYSTEM (LIS) FOR BEGINNING OF SCHOOL YEAR (BOSY) 2024-2025
303 / September 17, 2024

NUM-2024-303