



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 29 2025

MEMORANDUM

No. 361, s. 2025

DESIGNATION OF THE LEARNER INFORMATION SYSTEM (LIS)/ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) SCHOOL COORDINATORS

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

1. In line with the updating of the data on the Learner Information System (LIS) Enhanced Basic Education Information System (eBEIS), pursuant to DepEd Order 26, s. 2015 and DepEd Order No. 45, s. 2017 the field is hereby informed of the designation of the following LIS/EBEIS School Coordinators in their respective schools:

#	Name	Position	School
1	Ma. Recah R. Javier	Administrative Aide VI	Alabang ES
2	Ruel A. Melanio	Administrative Aide VI	Bagong Silang ES
3	Anabel C. Fuentes	Administrative Aide VI	Bayanan ES - Main
4	Lilibeth B. Antinero	Administrative Aide VI	Bayanan ES - Unit I
5	Essan Mae D. Balmeo	Teacher III	Buli ES
6	Martina Gabriel J. Guivencan	Teacher I	Cupang ES – Annex
7	Leonardo B. Rivera	Administrative Assistant II	Cupang ES – Main
8	Jovelyn M. Baldo	Public Service Foreman	F De Mesa ES
9	Erlyn D. Galgo	Teacher I	Filinvest Alabang ES
10	Irene T. Italia	Administrative Assistant II	Itaas ES
11	Maricelle P. Cerdania	Administrative Assistant II	Muntinlupa ES
12	Dianne F. Esquilona	Administrative Assistant II	Poblacion ES
13	Gerlie L. Quitayen	Teacher III	Putatan ES
14	Janice Miglo M. Radoc	Administrative Assistant II	Soldiers' Hills ES
15	Rodelyn N. Serrano	Administrative Assistant I	Sucat ES Main
16	Melanie D. Alberto	Teacher III	Sucat ES - Sitio Pagkakaisa Zone 3 Annex
17	Eugenia Francia P. Pancipane	Teacher I	Sucat ES - Sitio Pagkakaisa Zone 4 Annex
18	Althur Nove Christ G. Abejo	Administrative Assistant I	Tunasan ES
19	Albert L. Fernandez	Administrative Assistant II	Victoria Homes ES
20	Lourdes Norally D. Lumaad	Administrative Assistant III	Lakeview Integrated School – Elem
	Maygleen L. Lunar	Head Teacher III	Lakeview Integrated School – Secondary
21	Romeo T. Navarro Jr.	Teacher III	Muntinlupa Business HS - Sucat Annex
	Rosalie T. Torres	Administrative Officer II	Muntinlupa Business HS - Sucat Annex
22	Zoe Nadia L. Jara	Teacher II	Muntinlupa Business HS – Main
23	Jim Brian S. De los Reyes	Administrative Assistant I	Muntinlupa National HS - JHS
	Jayben M. Godinez	Teacher I	Muntinlupa National HS – SHS
24	Lindsay T. Maranan	Admin Officer II	Muntinlupa Science HS - JHS
	Orlando A. Pistan	Registrar I	Muntinlupa Science HS - SHS



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#	Name	Position	School
25	Joshua M. Galang	Administrative Assistant I	Pedro E. Diaz HS
26	Marilyn C. Andresio	Head Teacher III	Poblacion National HS
27	John William B. Cajano	Head Teacher III	Tunasan National HS – JHS
	Joven Y. Reyes	Special Science Teacher I	Tunasan National HS – SHS
28	Anna Marry M. Mariano	Registrar I	Cupang Senior HS
29	Denedict T. Menor	Teacher II	Sucat Senior HS
30	Nery Ann E. Lorenzo	Education Program Specialist II	Alternative Learning System

2. The designated LIS/EBEIS School Coordinators shall perform the following official duties and functions inherent to the said designation:

A. Data Management and System Oversight

- Ensure the accuracy, consistency, and timeliness of data encoded and submitted through LIS, EBEIS, BEIS, and NSBI portals
- Coordinate closely with the School Head, teachers, and class advisers in monitoring and verifying learners and school data
- Issue LIS user accounts to class advisers and assign appropriate access to their respective classes
- Validate learner registration based on the following required supporting documents:

For Formal School Learners:

- PSA Birth Certificate or secondary documents
- Kindergarten Certificate of Completion / ECCD Assessment Result
- PEPT Certificate of Rating
- School Form 9 (formerly Form 138)
- School Form 10 (formerly Form 137)
- A&E Certificate of Rating
- PPA Certificate
- ALS Form (AF) 5

For SNED Learners:

- PSA Birth Certificate or secondary documents
- PWD I.D.
- Medical evaluation and diagnosis from a licensed medical specialist

For ALS Learners:

- PSA Birth Certificate or secondary documents
- Elementary Diploma
- JHS Certificate of Completion
- ALS Form (AF) 5
- PEPT Certificate of Rating
- SF9 / SF10
- A&E Certificate of Rating
- PPA Certificate



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- Confirm that all learners in the school are registered by their respective class advisers in the LIS
- Ensure that class advisers update and tag all required learner data for Beginning of School Year (BOSY) and End of School Year (EOSY) reports
- Verify the learner's supporting documents, especially for those without assigned LRNs, to ensure accurate identity and enrollment data
- Confirm and correct all encoded data in the LIS to ensure completeness and accuracy
- Coordinate with the school registrar or records officer to validate and update learner data based on official records
- Validate, clean, and maintain learner and school profiles, addressing issues like duplicates and incorrect information
- Prepare and update School Forms in accordance with LIS data

B. System Access and Support

- Provide technical assistance to teachers and other system users regarding LIS, EBEIS, BEIS, and NSBI functionalities and data input procedures
- Orient and assist class advisers in encoding and updating learners in the LIS
- Attend all relevant training, orientations, and webinars conducted by the Division, Regional, or Central Office

C. Reporting and Compliance

- Generate and submit school reports derived from LIS, EBEIS, BEIS, and NSBI as required by the Schools Division Office or Central Office
- Submit a Request Form for Ticketing to the Division Office for concerns requiring escalation to the Central Office Helpdesk
- Promote responsible and secure use of information systems and ensure timely dissemination and implementation of updates and DepEd issuances
- Coordinate with the Division Planning Officer III for matters related to online data submission and planning-related information needs



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3. This Memorandum is enforced until otherwise rescinded or revoked by the undersigned.
4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

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

Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

DESIGNATION
LEARNER INFORMATION SYSTEM

JDN/DM/Designation of LIS/EBEIS School Coordinators
361 /July 21, 2025 UN-2025-361



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