



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 31 2025

MEMORANDUM

No. 375, s. 2025

**ENROLLMENT OF GRADE 11 LEARNERS IN PILOT SCHOOLS OF THE
STRENGTHENED SENIOR HIGH SCHOOL (SHS) PROGRAM**

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

1. Pursuant to the Advisory issued by the Department of Education – Policy and Planning Service dated July 28, 2025, Pilot Schools participating in the Strengthened Senior High School (SSHS) Program are directed to align the enrollment of Grade 11 learners with the newly launched SSHS tracks through the Enhanced Basic Education Information System (EBEIS) and Learner Information System (LIS).

2. The designated Regional Planning Officer (RPO) shall tag the pilot schools under the SHS Program Offerings in EBEIS. The tagging feature will be available starting July 30, 2025, and will only apply to the identified pilot schools.

School ID	School Name
305468	Muntinlupa National HS
306389	Sucat Senior HS
407309	Christ the King School of Muntinlupa Foundation, Inc.
409412	FEU Alabang, Inc

3. Once the tagging is complete, Pilot Schools must create the appropriate sections in the LIS Senior High School tab and begin enrolling Grade 11 learners under the following program offerings:

- {Strengthened SHS} Academic Track
- {Strengthened SHS} Technical-Professional (TechPro) Track

4. For learners already enrolled under the General Academic Strand (GAS) or Technical-Vocational-Livelihood (TVL), Pilot Schools are advised to reassign them to the correct SSHS tracks accordingly.

5. Attached to this Memorandum is the user guide on updating SHS Program Offerings in EBEIS and enrolling Grade 11 learners in LIS.





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6. Enrollment in the LIS shall continue throughout the school year as provided in DepEd Order No. 17, s. 2025. All schools are advised to encode enrollment data at the soonest possible time to ensure accurate reporting of official figures and learner records.
7. For any questions or clarifications regarding this matter, you may look for Mr. Joseph D. Nilo, Planning Officer III of the SGOD – Planning and Research Section, or email him at planning.sdomuntinlupa@deped.gov.ph.
8. Immediate dissemination of this Memorandum is hereby directed.


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:

BASIC EDUCATION INFORMATION SYSTEM
LEARNER INFORMATION SYSTEM
SENIOR HIGH
SCHOOL

JDN/DM/Enrollment of Grade 11 Learners in Pilot Schools of the Strengthened Senior High School (SHS) Program
375 /June 29, 2025

NUM-2025-375



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Republic of the Philippines
Department of Education
POLICY AND PLANNING SERVICE

ADVISORY

FOR : **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 OF THE PARTICIPATING PILOT SCHOOLS
STATE/LOCAL UNIVERSITIES AND COLLEGE HEADS
PHILIPPINE SCHOOLS OVERSEAS HEADS OF THE
PARTICIPATING PILOT SCHOOLS
ALL OTHERS CONCERNED**

FROM : *mctligunas-roque*
MARIA CLARISSE T. LIGUNAS-ROQUE
Director IV
Policy and Planning Service

SUBJECT : **ENROLLMENT OF GRADE 11 LEARNERS IN PILOT SCHOOLS
OF THE STRENGTHENED SENIOR HIGH SCHOOL PROGRAM**

DATE : July 28, 2025

In accordance with the Memorandum issued by the Office of the Secretary (OSEC) to the Policy and Planning Service (PPS), Pilot Schools participating in the Strengthened Senior High School (SSHS) Program and concerned Regional Offices (ROs) are hereby directed to align the enrollment of Grade 11 learners with the newly launched SSHS tracks in the Enhanced Basic Education Information System (EBEIS) and Learner Information System (LIS).

1. In the EBEIS, Regional Planning Officers (RPOs) shall select the **“School Implementing Strengthened SHS Curriculum”** in the SHS Program Offerings and tag the 891 Pilot Schools whether offering **“Academic Track (Strengthened)”** and/or **“Technical Professional”**. This tagging feature will be available only to these designated schools starting July 30, 2025.

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2. Once the RPOs update the SHS Program Offerings, the Pilot Schools can create sections based on their assigned tracks in the Senior High School tab of the LIS and can begin enrolling the Grade 11 learners to “**(Strengthened SHS) Academic Track**” or “**(Strengthened SHS) Technical-Professional (TechPro) Track**”.
3. The Pilot Schools who have already enrolled Grade 11 learners to General Academic Strand (GAS) and Technical-Vocational-Livelihood (TVL) should create sections and reassign the learners to “**(Strengthened SHS) Academic Track**” or “**(Strengthened SHS) Technical-Professional (TechPro) Track**”.
4. Attached to this advisory is the user guide on updating the SHS Program Offerings in EBEIS and enrolling Grade 11 learners to SSSHS Program in the LIS. The Strengthened Senior High School Technical Working Group (TWG) Secretariat will also circulate the user guide to the Pilot Schools and their respective ROs and SDOs.
5. Enrollment in the LIS will continue for the rest of the school year, consistent with DepEd Order No. 17, s.2025. However, all schools are encouraged to encode in the LIS as soon as possible so that the system can capture official enrollment numbers and updated learner records.

For any clarifications, please contact the PPS-EMISD through telephone numbers (02) 8638-2251/8637-6204 or email at ps.emisd@deped.gov.ph.

User Guide for the Implementation of Strengthened SHS Offerings, Class Creation, and Learner Class Reassignment

Reminders:

- Tagging of SHS Program Offering under Strengthened SHS Curriculum is applicable for select pilot schools only.
- Available for Grade 11 only



Add Strengthened SHS Offerings

Steps:

1. Go to the website: <https://ebeis.deped.gov.ph> and log in as **Regional System Admin** account.

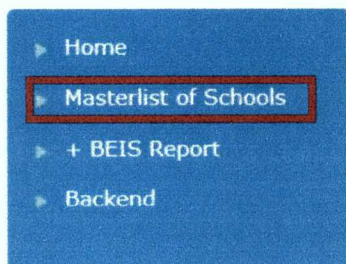
Please sign in

Username

Password

Sign in

2. Click the **Masterlist of Schools** link.



3. Enter the school ID or school name of the SHS included in the pilot schools under Strengthened SHS Program you wish to update. Then, click the **Submit** button.



Masterlist

Filter

School ID

General Curricular Offerings School General Classification Curricular Classification (COC) School Type

Region X All Divisions All Districts

Operational Only

4. Results will be shown. Click the **View SHS Offerings** link of the school to be updated.

No.	School ID	School Name	Head / Position	Address	School Type	COC
1					Mother school	Grade 7-10 & Grade 11-12 VIEW SHS OFFERINGS

5. Click the **Add SHS Offerings** button.



6. Click the check box beside the “School Implementing Strengthened Senior High School Curriculum”.

ADD SHS PROGRAMS

SHS TRACKS

Academic Track

Arts and Design Track

Sports Track

Technical-Vocational-Livelihood Track

Unique Track

SHS Strands / TVL Specialization

Accountancy, Business, and Management

Humanities and Social Sciences

Pre-Baccalaureate Maritime

Select TVL Specialization

TVL Subjects

Select Unique Track

School implementing Strengthened Senior High School Curriculum.

7. Select either **Academic Track (Strengthened)** or **Technical Professional** option. Then, click the **Save** button.

School implementing Strengthened Senior High School Curriculum.

STRENGTHENED SHS PROGRAM

Academic Track (Strengthened)

Technical Professional

Cancel



8. A notification will appear upon successful updating of SHS program.

Update successful.

9. If the school offers both programs, repeat Step No. 7.

School implementing Strengthened Senior High School Curriculum.

STRENGTHENED SHS PROGRAM

Academic Track (Strengthened)

Technical Professional

Cancel

Save

10. You can now create a class specific to the Strengthened SHS Curriculum within the Learner Information System.



Class Creation - Strengthened SHS Curriculum

Steps:

1. Go to the website: <https://lis.deped.gov.ph> and log in as **School System Admin** account.

Please sign in

Sign in

2. Once logged in, click the **Learner Information System** link.

DepEd Apps

Learner Information System

Enhanced Basic Education Information System

School Building Information System (For CO - EFD Personnel Only)

3. Click the **Senior High School** tab..

Dashboard

Early Registration

Quick Count

List of Classes

Transfers 7

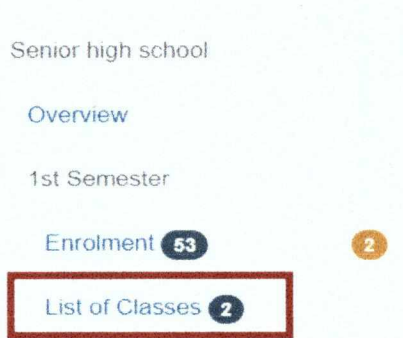
School Forms

Senior high school

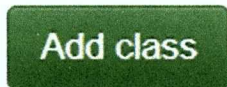
SHS Tagging Facility



4. Click the **List of Classes** link.



5. Click the **Add class** button.



6. Complete the details “(Grade Level, Program, and Section Name)”

A screenshot of a form for adding a class. The form is titled 'Senior high school' and has a '1st Semester' tab. The form fields are: 'Add class', 'Grade level' (Grade 11), 'Program' ((Strengthened SHS) Technical-Professional (TechPro) Track), and 'Section Name' (SSHS-TechPrd). There is a green 'Add class' button at the bottom left and a 'Back to list' link at the bottom right.

for Grade 11. Then, click the **Add class** button.

7. A notification will appear upon successful creation of class.

Class created.

8. Once the class is added, the school system admin can now enroll Grade 11 learners in the new SHS program under the Strengthened SHS Curriculum.



Re-assignment of learner to another class

Steps:

1. Go to the website: <https://lis.dep.ed.gov.ph> and log in as **School System Admin** account.

Please sign in

Username

Password

Sign in

2. Once logged in, click the **Learner Information System** link

DepEd Apps

Learner Information System

Enhanced Basic Education Information System

School Building Information System (For CO - EFD Personnel Only)

3. Click the **Senior High School** tab

Dashboard Early Registration Quick Count List of Classes Transfers 7 School Forms **Senior high school** SHS Tagging Facility



4. Click the **Enrolment** link

Senior high school

[Overview](#)

1st Semester

Enrolment 53

2

[List of Classes](#) 2

5. Click the **View Profile** link of a Grade 11 learner

#	LRN	Name	Gender	Program	Class assignment	Status	Date of First Attendance	
1			F	Hairdressing (NC II) 1	Grade 11 JUPITER	No status	06/16/2025	View profile

6. Click the **Re-assign** link.

Program Hairdressing (NC II)
Date of First Attendance 06/16/2025
Status No status
Assigned class GRADE 11 - JUPITER [\[reassign\]](#)



7. Select a specific class in the dropdown list where the learner will be re-assigned to. Then, click the **Assign** button.

Assign to class

TECHPRO TRACK ▼

Assign

[Back to list](#)

8. A notification will appear upon successful re-assignment.

Learner assigned to class.

9. Learner has been re-assign to another class.

#	LRN	Name	Gender	Program	Class assignment	Status	Date of First Attendance	View profile
1	[REDACTED]	[REDACTED]	F	(Strengthened SHS) Technical-Professional (TechPro) Track 1	Grade 11 TECHPRO TRACK	No status	06/16/2025	View profile

