



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 28 2025

MEMORANDUM

No. 420, s. 2025

**REINFORCEMENT OF LIS ENCODING IN COMPLIANCE
WITH DEPED ORDER NO. 017, s. 2025**

To: OIC-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. This Office directs all public and private school heads to make sure that all advisers and registrars comply with the provisions of **DepEd Order No. 017, s. 2025**, especially concerning the roles and obligations of schools in the enrollment process. Advisers or registrars must complete the Learner Information System (LIS) encoding by **August 31, 2025**, to have enough time to review and approve pending enrollment and transfer requests before the BOSY system cutoff.
2. In order to ensure correct enrollment, advisers and registrars must confirm all eligibility papers before encoding. For learners whose enrollment is still pending, the School LIS Coordinator must receive the following documents: SF9, or report card, for transfer-in students if SF10, or permanent record, is not yet available, and SF10, or returning or former students. Planning & Research (P&R) Section coordination for approval will be handled by the LIS Coordinator.
3. Only parents or guardians should be consulted about any enrollment-related issues, not the learners. The originating school must be consulted if there are any discrepancies between the documentation presented and the EOSY LIS status.
4. Advisers shall adhere to DepEd Order No. 44, s. 2021, for learners who are non-graded, explicitly stating that learners with severe profound disabilities are non-graded. Supporting documentation is required.
5. In addition, advisers must ensure proper tagging of learners in the LIS for the following, if applicable:
 - Alternative Delivery Mode (ADM)
 - Body Mass Index (BMI) for health monitoring
 - School-Based Feeding Program (SBFP) beneficiaries
 - Special Needs Education (SNEd) / Special Educational Needs (SPEd) learners
 - Conditional Cash Transfer (CCT) beneficiaries, with tagging of 4Ps Household ID Number

420

NUM-2025-420



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REC - AUG - 0775

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- Education Service Contracting (ESC) and Senior High School Voucher Program Qualified Voucher Recipients (SHS QVR) tagging for Private Schools

6. Advisers shall take the lead in resolving pending learner transfers by contacting the originating school and facilitating the forwarding of permanent records. Unresolved cases at their level must be referred to the LIS Coordinators, with endorsement or action from the School Head if necessary. If issues persist, they may be elevated to the Planning & Research Section for further intervention. For higher-level coordination, the school may formally write to the School Division Office (SDO) to request endorsement to the Regional Office (RO). The School Governance and Operations Division (SGOD), in coordination with the Curriculum Implementation Division (CID), shall monitor enrollment implementation and ensure compliance with updated policy guidelines.

7. The School Governance and Operations Division – Planning & Research Section has identified a total of **18,609** unencoded learners in the LIS, comprising **7,182** from **public schools** and **11,427** from **private schools**. Please see the attached report.

8. Immediate dissemination of, and strict compliance with 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:

ENROLLMENT
POLICY

JDN/DM/Reinforcement of LIS Encoding in Compliance with DepEd Order No. 017, s. 2025
420 /August 20, 2025

NUM-2025-420



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Department of Education
National Capital Region
SDO MUNTINLUPA CITY

Report on the Number of Learners Encoded in the LIS

Sector	SY 2025-2026 QC Enrollment				SY 2025-2026 LIS Encoding				Unencoded Learners in LIS			
	Elementary	Junior HS	Senior HS	Total	Elementary	Junior HS	Senior HS	Total	Elementary	Junior HS	Senior HS	Total
Public	48,370	26,092	9,521	83,983	46,907	22,760	7,134	76,801	(1,463)	(3,332)	(2,387)	(7,182)
Private	9,512	7,547	10,405	27,464	6,155	4,861	5,021	16,037	(3,357)	(2,686)	(5,384)	(11,427)
Division Overall Total	57,882	33,639	19,926	111,447	53,062	27,621	12,155	92,838	(4,820)	(6,018)	(7,771)	(18,609)

as of August 20, 2025; 2:05AM

PUBLIC SCHOOLS

School ID	School	SY 25-26 LIS ENCODING ENROLLMENT				SY 25-26 QUICK COUNT ENROLLMENT				LIS ENCODING SY 2025-2026 VS QC ENROLMENT SY 2025-2026							
		ELEM	JHS	SHS	TOTAL	ELEM	JHS	SHS	TOTAL	ELEM		JHS		SHS		TOTAL	
		46,907	22,760	7,134	76,801	48,370	26,092	9,521	83,983	(1,463)	▲96.98%	(3,332)	▲87.23%	(2,387)	▲74.93%	(7,182)	▲91.45%
136908	Alabang ES	5,191	-	-	5,191	5,334	-	-	5,334	(143)	97.32%	-	-	-	-	(143)	97.32%
136909	Bagong Silang ES	1,333	-	-	1,333	1,360	-	-	1,360	(27)	98.01%	-	-	-	-	(27)	98.01%
136899	Bayanan ES - Main	2,873	-	-	2,873	2,874	-	-	2,874	(1)	99.97%	-	-	-	-	(1)	99.97%
136910	Bayanan ES - Unit I	2,812	-	-	2,812	2,892	-	-	2,892	(80)	97.23%	-	-	-	-	(80)	97.23%
136911	Buli ES	1,339	-	-	1,339	1,341	-	-	1,341	(2)	99.85%	-	-	-	-	(2)	99.85%
136913	Cupang ES - Annex	672	-	-	672	671	-	-	671	1	100.15%	-	-	-	-	1	100.15%
136912	Cupang ES - Main	3,049	-	-	3,049	3,079	-	-	3,079	(30)	99.03%	-	-	-	-	(30)	99.03%
136900	F. De Mesa ES	1,533	-	-	1,533	1,549	-	-	1,549	(16)	98.97%	-	-	-	-	(16)	98.97%
228502	Filinvest Alabang ES	832	-	-	832	846	-	-	846	(14)	98.35%	-	-	-	-	(14)	98.35%
136901	Itaas ES	2,730	-	-	2,730	2,832	-	-	2,832	(102)	96.40%	-	-	-	-	(102)	96.40%
136903	Muntinlupa ES	4,142	-	-	4,142	4,375	-	-	4,375	(233)	94.67%	-	-	-	-	(233)	94.67%
228501	Poblacion ES	5,111	-	-	5,111	5,495	-	-	5,495	(384)	93.01%	-	-	-	-	(384)	93.01%
136904	Putatan ES	2,735	-	-	2,735	2,744	-	-	2,744	(9)	99.67%	-	-	-	-	(9)	99.67%
136905	Soldiers' Hills ES	1,879	-	-	1,879	1,933	-	-	1,933	(54)	97.21%	-	-	-	-	(54)	97.21%
136914	Sucacat ES - Main	2,552	-	-	2,552	2,717	-	-	2,717	(165)	93.93%	-	-	-	-	(165)	93.93%
136915	Sucacat ES - Sitio Pagkakaisa Annex	1,003	-	-	1,003	1,062	-	-	1,062	(59)	94.44%	-	-	-	-	(59)	94.44%
136906	Tunasan ES	2,692	-	-	2,692	2,742	-	-	2,742	(50)	98.18%	-	-	-	-	(50)	98.18%
136907	Victoria Homes ES	2,022	-	-	2,022	2,049	-	-	2,049	(27)	98.68%	-	-	-	-	(27)	98.68%
500438	Lakeview Integrated School	2,407	2,070	306	4,783	2,475	2,261	317	5,053	(68)	97.25%	(191)	▲91.55%	(11)	96.53%	(270)	94.66%
305471	Muntinlupa Business HS - Main	-	2,894	-	2,894	-	3,127	-	3,127	-	-	(233)	▲92.55%	-	-	(233)	92.55%
320702	Muntinlupa Business HS - Sucacat Annex	-	2,447	-	2,447	-	2,515	-	2,515	-	-	(68)	▲97.30%	-	-	(68)	97.30%
305468	Muntinlupa National HS	-	2,805	3,848	6,653	-	3,689	4,127	7,816	-	-	(884)	▲76.04%	(279)	93.24%	(1,163)	85.12%
305469	Muntinlupa Science HS	-	1,250	601	1,851	-	1,335	746	2,081	-	-	(85)	▲93.63%	(145)	80.56%	(230)	88.95%
305470	Pedro E. Diaz HS	-	4,499	-	4,499	-	4,948	-	4,948	-	-	(449)	▲90.93%	-	-	(449)	90.93%
320701	Poblacion National HS	-	2,544	-	2,544	-	2,907	-	2,907	-	-	(363)	▲87.51%	-	-	(363)	87.51%
320704	Tunasan National HS	-	4,251	934	5,185	-	5,310	1,713	7,023	-	-	(1,059)	▲80.06%	(779)	54.52%	(1,838)	73.83%
303450	Cupang Senior HS	-	-	437	437	-	-	1,343	1,343	-	-	-	-	(906)	32.54%	(906)	32.54%
306389	Sucacat Senior HS	-	-	1,008	1,008	-	-	1,275	1,275	-	-	-	-	(267)	79.06%	(267)	79.06%

PRIVATE SCHOOLS

School ID	School	LIS ENCODING SY 2025-2026 VS QUICK COUNT ENROLMENT SY 2025-2026							
		ELEM		JHS		SHS		TOTAL	
		(3,357)	64.71%	(2,686)	64.41%	(5,384)	48.26%	(11,427)	58.39%
488552	Amsai Learning School, Inc.	-	100.00%	-	-	-	-	-	100.00%
407345	Anima Christi Center for Learning and Human Dev't Inc.	(1)	-	(7)	-	-	-	(8)	-
488547	Cambridge Children's Learning and Development Holdings, Inc.	-	100.00%	-	-	-	-	-	100.00%
407306	Catherine McAuley Learning Center, Inc.	(2)	80.00%	-	-	-	-	(2)	80.00%
407307	Child's Mind Learning Center	(107)	49.77%	-	-	-	-	(107)	49.77%
407308	Christ Baptist Academy of Barangay Putatan Muntinlupa, Inc.	-	100.00%	(3)	85.00%	-	-	(3)	94.83%
407348	Christ Life Academy Foundation, Inc.	(7)	92.71%	-	-	-	-	(7)	92.71%
407309	Christ the King School of Muntinlupa Foundation, Inc.	(8)	91.92%	(2)	98.02%	(31)	76.52%	(41)	87.65%
488536	Christ the Living Intercessor Christian School	(192)	22.27%	-	-	-	-	(192)	22.27%
407310	Christian Love School, Inc.	(4)	92.45%	(2)	83.33%	-	-	(6)	90.77%
407311	Colegio Dela Nuestra Señora De Guadalupe	(8)	88.89%	(4)	96.43%	1	102.22%	(11)	95.20%
407349	De La Salle Santiago Zobel School	(1,359)	3.89%	(241)	79.22%	-	-	(1,600)	37.84%
407350	De La Salle Santiago Zobel-Br. Rafael Donato Night High School	-	-	(23)	94.10%	(127)	51.34%	(150)	76.96%
409412	FEU Alabang, Inc.	-	-	-	-	(344)	55.15%	(344)	55.15%
488548	Holy Word Christian School	(22)	31.25%	(1)	92.86%	-	-	(23)	50.00%
407317	Infant Jesus Montessori Center	(26)	10.34%	-	-	-	-	(26)	10.34%
407351	Infant Jesus School of Alabang	-	100.00%	-	-	-	-	-	100.00%
401332	Informatics College Northgate, Inc.	-	-	-	-	(5)	98.33%	(5)	98.33%
405691	International Electronics and Technical Institute College, Inc.	-	-	-	-	-	100.00%	-	100.00%
407318	JB Kiddies Learning Center, Inc.	(1)	75.00%	-	-	-	-	(1)	75.00%
488563	King's Heir Multiple Intelligence Learning Center, Inc.	(2)	98.54%	-	-	-	-	(2)	98.54%
486545	Lakewood School of Alabang, Inc.	(2)	96.61%	(8)	89.47%	(7)	92.22%	(17)	92.44%
407354	Liceo de Alabang, Inc.	(21)	63.16%	-	-	-	-	(21)	63.16%
407320	Little Angels' Early Learning Center	(6)	90.77%	-	-	-	-	(6)	90.77%
407321	Living Light Academy	(44)	-	(28)	-	(17)	-	(89)	-
488506	Lombosco Academy Foundation Inc.	(2)	97.75%	-	-	-	-	(2)	97.75%
488551	Lyceum of Alabang Inc.	(38)	83.90%	(43)	90.53%	(2,374)	41.76%	(2,455)	48.49%
488511	Maranatha Christian Academy of Alabang, Muntinlupa Inc.	(12)	94.03%	(2)	98.41%	(10)	89.47%	(24)	94.31%
407323	Maria Ferrari School	(2)	99.25%	(1)	98.08%	-	-	(3)	99.06%
407355	Maria Montessori Foundation	(171)	10.47%	-	-	-	-	(171)	10.47%
407324	Mary Cause of Our Joy Catholic School	(6)	96.72%	5	103.16%	2	106.45%	1	100.27%
407325	Mary Mother of God Parochial School	-	-	(28)	91.28%	-	-	(28)	91.28%
407356	Miraculous Medal School	(21)	93.27%	(9)	92.44%	-	-	(30)	93.04%
488524	MIT International School, Inc.	1	120.00%	1	116.67%	3	142.86%	5	127.78%
407328	Muntinlupa Cosmopolitan School	(84)	15.15%	(94)	-	(856)	-	(1,034)	1.43%
407330	Muntinlupa School for Child Development	(15)	74.58%	(2)	84.62%	-	-	(17)	76.39%
409103	Orchards of the Abba Corp.	(1)	97.96%	-	-	-	-	(1)	97.96%
407331	Our Lady of the Abandoned Catholic School	(8)	93.50%	(1)	99.26%	(3)	97.32%	(12)	96.77%
407357	Our Lady of the Lake School	(152)	2.56%	(17)	93.36%	(23)	87.83%	(192)	68.05%
407358	PAREF-Ridgefield School	6	111.76%	-	-	-	-	6	111.76%
407359	PAREF-Southridge School, Inc.	(473)	0.63%	(436)	-	(195)	-	(1,104)	0.27%
407360	PAREF-Woodrose School, Inc.	(54)	88.44%	(240)	26.15%	(148)	-	(442)	52.98%
488522	Piccolo Learning Center	(3)	72.73%	-	-	-	-	(3)	72.73%
407366	Saint Francis of Assisi College	(1)	99.14%	(2)	96.43%	(11)	85.33%	(14)	94.33%
407364	San Beda College Alabang	(122)	89.72%	(1,336)	-	(994)	2.55%	(2,452)	30.79%
407362	San Roque Catholic School, Inc.	(5)	98.15%	(24)	95.80%	(4)	97.40%	(33)	96.69%
409964	Serafinian Learning Center Inc.	-	100.00%	-	-	-	-	-	100.00%
407334	Servite School, Inc.	(3)	97.52%	-	100.00%	-	-	(3)	98.26%
408142	Smarties Learning Place Inc.	10	106.94%	-	-	-	-	10	106.94%
488521	Sophie Roquero Kiddie School Inc.	-	100.00%	-	-	-	-	-	100.00%
407335	South Crest School, Inc.	(7)	93.46%	(16)	82.42%	(1)	91.67%	(24)	88.57%
488546	South J'S Angel Learning Center. Inc.	(7)	12.50%	-	-	-	-	(7)	12.50%
488528	South Mansfield College	(112)	-	(79)	3.66%	(18)	-	(209)	1.42%
407336	Southernside Montessori School, Inc.	(20)	97.59%	(15)	97.55%	(5)	97.34%	(40)	97.54%
407365	St. Bernadette College of Alabang	(15)	87.07%	(13)	82.67%	(53)	70.72%	(81)	78.23%
411121	St. Ignatius Technical Institute of Business and Arts Inc.	-	-	-	-	(15)	98.65%	(15)	98.65%
401360	STI COLLEGE ALABANG INC	-	-	-	-	(25)	75.25%	(25)	75.25%
409398	Stillwaters-Educamp Academy, Inc.	(48)	15.79%	-	-	-	-	(48)	15.79%
407338	Sto. Niño School of Muntinlupa	2	101.56%	3	103.57%	-	-	5	102.36%
407340	The Birthright Educators Foundation	(29)	70.10%	-	-	-	-	(29)	70.10%
407368	The Learning Child School	(2)	91.30%	-	-	-	-	(2)	91.30%
488544	The Linden Tree Institute, Inc.	-	100.00%	-	100.00%	-	-	-	100.00%
488554	The Little Apprentice, Preschool Inc.	(14)	-	-	-	-	-	(14)	-
407344	The Wise Kids School of Muntinlupa	(28)	83.82%	(5)	94.74%	-	-	(33)	87.69%
488512	Toddlers Unlimited Learning Center, Inc.	(6)	92.50%	-	-	-	-	(6)	92.50%
401372	UBIX Institute of Technologies, Inc.	-	-	-	-	(116)	1.69%	(116)	1.69%
488525	Victoria Heights School-Manila, Inc	(35)	69.83%	(13)	80.00%	-	-	(48)	73.48%
488520	Victoria Homes Learning Center	(68)	8.11%	-	-	-	-	(68)	8.11%
407370	Virgin Mary Immaculate School	-	100.00%	-	-	-	-	-	100.00%
488553	West Bay Colleges, Inc.	-	-	-	-	(8)	78.95%	(8)	78.95%