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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

NOV 26 2025

MEMORANDUM

No. 613, s. 2025

**REMINDER ON ENROLLMENT AND DATA VALIDATION IN THE
LEARNER INFORMATION SYSTEM FOR SY 2025-2026**

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

1. Attached is **DepEd Central Office Memorandum No. 2025-PPS-OD-11-033** dated November 18, 2025, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.
2. In accordance with the said issuance, all schools and Alternative Learning System (ALS) Community Learning Centers (CLCs) in this Division are hereby reminded to strictly comply with the provisions of DepEd Order No. 17, s. 2025, or the Revised Basic Education Enrollment Policy.
3. Relative to this, all concerned are directed to observe the following:
 - 3.1. Enrollment in the Learner Information System (LIS) shall remain open throughout the school year. All pending enrollment requests and related LIS transactions must be acted upon immediately and without delay.
 - 3.2. School Heads shall ensure the accuracy, completeness, and timeliness of learner data by conducting regular validation and updating of enrollment and learner profiles in the LIS.
 - 3.3. **School LIS Coordinators** and **School Registrars** are instructed to continuously monitor and address issues on pending, inconsistent, or erroneous data entries to maintain data integrity.
 - 3.4. The official SY 2025–2026 enrollment data to be generated before the end of the school year shall serve as the basis for planning, budgeting, reporting, and computation of education performance indicators; hence, utmost diligence is required in data encoding and verification.
 - 3.5. **Public Schools District Supervisors**, the **Division ALS Coordinator**, and **Private Schools Focal Persons** shall closely monitor the compliance of schools and ALS-CLCs and provide the necessary technical assistance to ensure the effective implementation of this directive.



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4. For clarifications or inquiries, schools may coordinate with the SGOD – Planning & Research Section through telephone numbers (02) 8423-75-60/61/62, or via email at planning.sdomuntinlupa@deped.gov.ph.
5. For reference, the school-level comparison of enrollment figures for School Year 2025–2026 (as of November 22, 2025), excluding pending enrollments and transfer requests, and the Official Enrollment for School Year 2024–2025 is available at the following link: <https://tinlyurl.com/M07-NOV22Enrollment>.
6. Immediate dissemination of, and strict compliance with, this Memorandum is hereby directed.

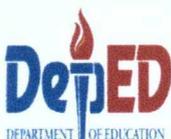

VIOLETA M. GONZALES CESO VI

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:

COMMUNITY LEARNING CENTER
DATA
ENROLLMENT
LEARNER
LEARNER INFORMATION SYSTEM
SCHOOL

JDN/DM/Reminder on Enrollment and Data Validation in the Learner Information System for SY 2025-2026
613 /November 22, 2025 NUM-2025-613



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Republic of the Philippines
Department of Education
POLICY AND PLANNING SERVICE

MEMORANDUM

2025-PPS-OD-11-033

**FOR: MINISTERS, 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
PHILIPPINE SCHOOLS OVERSEAS HEADS
ALL OTHERS CONCERNED**

**FROM: *Gerard L. Chan*
ATTY. GERARD L. CHAN**
Undersecretary
Officer-in-Charge
Office of the Assistant Secretary for Strategic Management

**SUBJECT: Reminder on Enrollment and Data Validation in the Learner
Information System for SY 2025-2026**

DATE: November 18, 2025

In accordance with DepEd Order No. 17, s. 2025, titled "Revised Basic Education Enrollment Policy", all schools and Alternative Learning System (ALS) Community Learning Centers (CLCs) are hereby directed to enroll all learners, validate their records, and ensure the accuracy, completeness, and timeliness of enrollment data in the Learner Information System (LIS).

All concerned are reminded of the following:

1. Enrollment in the LIS shall remain open for the duration of the school year. Pending requests or transactions related to the LIS must be acted upon without delay.
2. Regional and Schools Division Offices shall closely monitor compliance and provide the necessary technical assistance to ensure the timely and accurate encoding and updating of learner and enrollment data.



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3. Official SY 2025-2026 enrollment will be generated before the end of the school year, and this shall serve as the basis for planning, budgeting, reporting, and computing education performance indicators.

For reference, the division-level comparison among School Year 2025-2026 Enrollment (as of October 30, 2025), Official School Year 2024-2025 Enrollment, and projected school-age population based on the 2020 Census of Population and Housing from the Philippine Statistics Authority is available in this link: <https://tinyurl.com/OCT30Enrollment>.

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

Thank you.



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