



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. 615, s. 2025

**REITERATION OF ESC AND SHS QVR/VPB ID TAGGING FOR
PRIVATE JUNIOR AND SENIOR HIGH SCHOOLS IN THE LIS**

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

1. Attached is DepEd Memorandum OASF-2025-817 dated October 30, 2025, issued by the Office of the Undersecretary for Finance, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.
2. Relative to this, all Educational Service Contracting (ESC) and Senior High School Voucher Program (SHSVP) participating private schools are reminded to ensure the prompt, complete, and accurate tagging of learners in the Learner Information System (LIS). This includes the encoding and updating of learner profiles, quick count enrollment, and the mandatory tagging of:
 - ESC grantees; and
 - SHS Qualified Voucher Recipients/Voucher Program Beneficiaries (QVR/VPB).
3. In accordance with the national advisory issued on July 1, 2025, the LIS BOSY 2025–2026 facility remains open for the tagging of ESC and SHS QVR learners in private schools. Schools are directed to complete the required tagging on or before October 31, 2025, following the tentative national deadline.
4. To guide schools in the proper tagging process, the step-by-step user guide may be accessed through the link below:
<https://tinyurl.com/ESCandSHSQVRIDUserGuide>.
5. All private Junior High and Senior High Schools participating in ESC and SHSVP are enjoined to ensure full compliance. Non-compliance may affect the processing of grants and subsidy payments.



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6. For any clarifications or inquiries, please coordinate with the School Governance & Operations Division, Planning & Research Section, and School Management, Monitoring, and Evaluation Section through telephone numbers (02)8423-75-60/ (02)8423-75-61 / (02)8423-75-62 or email at planning.sdomuntinlupa@deped.gov.ph or me.sdomuntinlupa@gmail.com.

7. 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

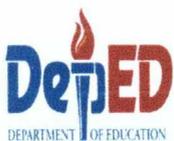
Enclosure: none

References: as stated

To be indicated in the Perpetual Index
under the following subjects:

LEARNER INFORMATION SYSTEM
PRIVATE SCHOOL
VOUCHER

JDN/DM/Reiteration of ESC and SHS QVR/VPB ID Tagging for Private Junior and Senior High Schools in the LIS
615 /November 14, 2025 NUM-2025-615



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

OASF-2025-817

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ESC AND SHSVP PARTICIPATING SCHOOLS
ALL OTHERS CONCERNED

FROM :  **ATTY. EDSON BYRON K. SY**
Assistant Secretary for Finance
Officer-in-Charge, Office of the Undersecretary for Finance

SUBJECT : REITERATION OF ESC AND SHS QVR/VPB ID TAGGING FOR
PRIVATE JUNIOR AND SENIOR HIGH SCHOOLS IN THE LIS

DATE : OCT 30 2025

In compliance with DepEd Order No. 27, s. 2019, "Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes," all schools are directed to register and update their learners' profile and quick count enrollment in the Learner Information System (LIS).

In this regard, this is to remind all Educational Service Contracting (ESC) participating schools and Senior High School Voucher Program (SHSVP) participating schools to ensure prompt, complete and accurate accomplishment of LIS particularly the tagging of learners as ESC grantees and SHS Qualified Voucher Recipients/Voucher Program Beneficiaries (QVR/VPB) in relation to the advisory issued in the LIS on July 1, 2025, which states that "*LIS BOSY 2025-2026 is now available for encoding including the following tagging facilities: ESC and SHS QVR for Private Schools.*" The deadline for encoding and updating in the LIS is tentatively scheduled on **October 31, 2025**.

For the step-by-step procedure on the ESC and SHS QVR/VPB ID Tagging for Junior and Senior High Schools, kindly refer to this user guide: <https://tinyurl.com/ESCandSHSQVRIDUserGuide>.

For immediate dissemination and strict compliance.

/odmd-vmqg

