



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

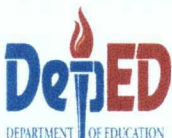
Office of the Schools Division  
Superintendent

**MEMORANDUM**

**SUBMISSION OF REQUIRED DOCUMENTS FOR THE APPROVAL OF  
PENDING ENROLLMENTS AND ALIGNMENT OF ENROLLMENT  
DATA IN THE LIS AND SF4 (FOR PUBLIC SCHOOLS)**

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  
All Others Concerned

1. Pursuant to DepEd Order No. 17, s. 2025, entitled “Revised Basic Education Enrollment Policy”, and in reference to Division Unnumbered Memorandum, re: Submission of School Documentary Requirements Related to Pending Approval Requests and Technical Issues in the Learner Information System (LIS) and aligned to DepEd NCR Top 5 Priorities: Keep School Age in School, this Office reiterates the importance of timely submission of required enrollment documents and the validation of learner data to ensure consistency and accuracy in official records.
2. In preparation for the Second Semester Enrollment of Senior High School, SY 2025–2026, all public and private schools are reminded that learners with pending enrollments in the LIS will not be allowed to enroll in the second semester until their first-semester enrollment records are properly validated and approved.
3. Based on recent monitoring and validation, several public and private schools have not submitted the required supporting documents for the approval of pending enrollments within the allowable period. This delay has contributed to the low turnout of officially enrolled learners in the LIS, affecting the accuracy of the Division’s consolidated enrollment data.
4. In view of the foregoing, all concerned public and private schools are directed to submit the complete set of required documents to the School Governance and Operations Division (SGOD) – Planning and Research Section **on or before November 21, 2025**, to ensure the timely approval of pending enrollments prior to the start of the Second Semester Enrollment Encoding in the Learner Information System (LIS).
5. Schools that are unable to comply within the prescribed period are required to submit a **formal Letter of Justification** addressed to the Schools Division Superintendent, clearly stating the reasons for non-submission and the actions being undertaken to achieve full compliance.
6. To ensure accurate and consistent data reporting, all public schools are reminded that the enrollment data reflected in the Learner Information System (LIS)



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must correspond exactly with the data reported in the School Form 4 (SF4) – Monthly Learner’s Report Form. Any discrepancy between these two records will be subject to further validation and correction.

7. To address the low enrollment turnout and maintain data integrity, all schools are further instructed to:

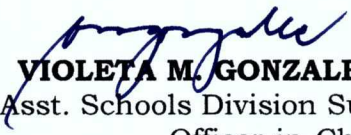
- a. Revalidate and update pending enrollment records in the LIS;
- b. For **public schools**, ensure that the number of learners encoded in the LIS matches the data reflected in the SF4;
- c. Coordinate with class advisers and parents/guardians to ensure that all accepted learners are properly enrolled and documented; and
- d. Submit a brief report summarizing the actions taken to reconcile enrollment data and comply with the required submissions.

8. Public Schools District Supervisors (PSDS) and Private School Focal Persons shall closely monitor the progress of submission and data updates of their assigned schools. They shall also provide technical assistance, guidance, and feedback to ensure that schools comply with the submission requirements, validate their learner records accurately, and address any issues encountered in the LIS. Regular progress monitoring reports shall be submitted to the SGOD – Planning and Research Section for consolidation and appropriate action.

9. The Division Office encourages all schools to coordinate directly with the Division Planning Officer for any clarification, assistance, or technical support regarding the submission and validation process. The Division remains committed to providing guidance and assistance to ensure timely compliance and accurate reporting.

10. The Schools Division Office shall monitor and record the compliance status of all public and private schools and may issue follow-up directives or reports as necessary for proper documentation and accountability.

11. For immediate dissemination and strict compliance.

  
**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**

JDN/DM/Submission of Required Documents for the Approval of Pending Enrollments and Alignment of Enrollment Data in the LIS and SF4 (for Public Schools)

450 / November 3, 2025