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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

DEC 01 2025

MEMORANDUM

No. 617, s. 2025

**LIS ADVISORY: SENIOR HIGH SCHOOL END OF SEMESTER STATUS UPDATE
AND 2ND SEMESTER ENROLLMENT NOW OPEN 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 Secondary School Heads/OICs
Alternative Learning System
All Others Concerned

1. In reference to the DepEd Learner Information System Advisory, dated November 24, 2025, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.

2. In line with the continuous updating and monitoring of learner information in the Learner Information System (LIS), all concerned are hereby informed that the **Updating of End of Semester Status** for the 1st Semester of Senior High School (SHS), School Year 2025-2026, is now available in LIS.

3. In addition, the Enrollment for SHS 2nd Semester for School Year 2025-2026 is now officially open in LIS. All Senior High School Heads and LIS Coordinators are directed to observe the following strictly:

- 3.1 Ensure that the End of Semester Status of all SHS learners for the First Semester is completely and accurately updated in the system.
- 3.2 Proceed with the encoding and validation of learners enrolled for the Second Semester in accordance with existing LIS policies and guidelines.
- 3.3 Verify the accuracy of learner data, including enrollment status, track, strand, and learner movement (transfers, dropouts, and completers).
- 3.4 Resolve all pending enrollment and data discrepancies before final submission.
- 3.5 Strictly comply with the prescribed timelines to ensure data integrity and accuracy for reporting purposes.

4. Relative to this, the user guide for the said process can be accessed at **<https://support.lis.deped.gov.ph/support/>**.

5. 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.

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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:

DATA
ENROLLMENT
LEARNER
LEARNER INFORMATION SYSTEM
SCHOOL

JDN/DM/LIS Advisory: Senior High School End of Semester Status Update and 2nd Semester Enrollment Now
Open for SY 2025–2026

617 /November 26, 2025

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Announcement

Monday, November 24, 2025

Important Advisory

November 24, 2025

- Updating of End of Semester Status for 1st Semester SHS SY 2025-2026 is now available.
- Enrolment for SHS 2nd Semester SY 2025-2026 in LIS is now available.