



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

FEB 27 2026

**MEMORANDUM**

**ENCODING OF EARLY REGISTRATION FOR SY 2026–2027 AND RE-ENCODING OF GRADE 11 LEARNERS UNDER THE STRENGTHENED SHS**

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

1. In support of the Department of Education's thrust to ensure timely and accurate learner data management, all public schools are hereby directed to complete the encoding of Early Registration for incoming learners in Kindergarten, Grade 1, Grade 7, and Grade 11 for School Year 2026–2027 **on or before March 14, 2026**.
2. Schools that have already encoded their respective incoming learners in Kindergarten, Grade 1, and Grade 7 are no longer required to re-encode said learners in the system.
3. However, schools that have previously encoded their incoming Grade 11 learners are required to re-encode these learners under the **Strengthened Senior High School (SHS)** facility to ensure proper classification and alignment with the updated SHS structure.
4. School Heads and LIS Coordinators/Registrars are enjoined to closely monitor the status of encoding and ensure the accuracy, completeness, and timeliness of submitted data.
5. Immediate dissemination of and strict compliance with this Memorandum is 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:

111 LEARNER INFORMATION SYSTEM

EARLY REGISTRATION

JDN/DM/Encoding of Early Registration for SY 2026–2027 and Re-encoding of Grade 11 Learners under the Strengthened SHS

/ February 27, 2026 UN-2026-111



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UN-2026-111

## Announcements

Friday February 27, 2026



### Important Advisory

February 27, 2026

- The encoding of early registration for incoming learners in Kindergarten, Grade 1, Grade 7, and Grade 11 shall be done until March 14, 2026.

Schools that have already encoded their respective incoming learners in Kindergarten, Grade 1, and Grade 7 do not need to re-encode them in the facility. However, schools that have encoded their incoming Grade 11 learners must re-encode them under **Strengthened SHS**.

