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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

MAR 12 2026

MEMORANDUM
No. 113, s. 2026

ENCODING IN THE LIS FOR END OF SCHOOL YEAR (EOSY) 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
School LIS Coordinators
All Others Concerned

1. In reference to the DepEd Memorandum OM-OASSM-2026-03-123 dated March 6, 2026, from the Office of the Assistant Secretary for Strategic Management regarding the Updating of the Learner Information System (LIS) End of School Year (EOSY) 2025–2026 Status, all public and private elementary and secondary schools in the Schools Division Office of Muntinlupa are hereby directed to ensure the accurate and timely updating of learner records in the LIS.

2. The updating of the EOSY status of learners in the LIS shall be conducted from **March 16, 2026 to May 31, 2026**. All schools are instructed to ensure that learner records are properly reviewed and updated within the prescribed period.

3. Likewise, the ARAL tagging system in the LIS is scheduled for deployment this month. Detailed instructions will be provided through a separate issuance. The tagging facility will be accessible throughout the prescribed period stated in this Memorandum.

4. The updating of LIS EOSY status is essential to ensure reliable learner data which will serve as the basis for planning, budgeting, policy formulation, and program implementation of the Department.

5. In this regard, all school heads and designated school LIS coordinators are instructed to:

- a. ensure that all learner records are validated, updated, and finalized in the LIS;
- b. accurately reflect the End of School Year (EOSY) status of all learners including promoted, retained, transferred, and other applicable statuses;
- c. coordinate closely with class advisers to guarantee that learner data entries are complete and verified;
- d. monitor and ensure the timely completion of LIS EOSY updating in accordance with the timeline set by the Central Office; and
- e. address and resolve LIS data issues or discrepancies prior to final submission.

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NUM-2026-113



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6. The Division LIS Coordinator and SGOD - Planning & Research Section shall monitor the compliance of all schools and provide the necessary technical assistance to ensure the successful completion of the LIS EOSY updating. For clarifications or inquiries, schools may coordinate through telephone numbers (02) 8423-75-60/61/62, or via email at planning.sdomuntinlupa@deped.gov.ph.
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: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

LEARNER INFORMATION SYSTEM
ORIENTATION
SCHOOL
VALIDATION

JDN/DM/ 133 /Encoding in the LIS for End of School Year (EOSY) 2025-2026
/March 11, 2026



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Republic of the Philippines
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR STRATEGIC MANAGEMENT

MEMORANDUM

OM-OASSM-2026- 03- 123

**FOR : MINISTRY OF BASIC, HIGHER, AND TECHNICAL EDUCATION,
BARMM**

REGIONAL DIRECTORS

SCHOOLS DIVISION SUPERINTENDENTS

REGIONAL PLANNING OFFICERS

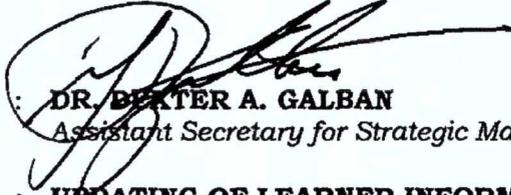
DIVISION PLANNING OFFICERS

**PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS**

STATE/LOCAL UNIVERSITIES AND COLLEGES HEADS

ALL OTHERS CONCERNED

FROM


DR. DEXTER A. GALBAN

Assistant Secretary for Strategic Management

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SUBJECT

**: UPDATING OF LEARNER INFORMATION SYSTEM - END OF
SCHOOL YEAR 2025-2026 STATUS**

DATE

: March 6, 2026

The Department of Education (DepEd) remains steadfast in its mandate of delivering equitable and quality basic education to Filipino learners. Central to this mission is evidence-based planning, budgeting, policy development, and program implementation across all governance levels through accurate and timely reporting of learner information.

Aligning with these efforts, all public and private elementary and secondary schools, including State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) offering basic education, and Philippine Schools Overseas are hereby instructed to **update the End of School Year (EOSY) Status** of their learners in the Learner Information System (LIS) from **March 16, 2026 to May 31, 2026**.

Additionally, the ARAL tagging system in the LIS is scheduled for deployment this month. Detailed instructions will be provided through a separate issuance. The tagging facility will be accessible throughout the prescribed period stated in this memorandum.



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The Department emphasizes the shared responsibility of all concerned personnel to ensure that all submissions are accurate, complete, and strictly within the established timelines. This is vital in maintaining data integrity and minimizing discrepancies in the Department's official records.

For any clarifications, please contact the Policy and Planning Service-Education Management Information System Division (PPS-EMISD) through telephone numbers (02) 8635-3958 / (02) 8635-3986 or email at ps.emisd@deped.gov.ph.

For immediate dissemination and strict compliance. Thank you.