



JUNE 10 2026

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 253, s. 2026

ENCODING OF QUICK COUNT ENROLLMENT IN THE LEARNER INFORMATION SYSTEM (LIS) AND UPDATING OF SCHOOL PROFILE IN THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) FOR SCHOOL YEAR 2026-2027

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 the DepEd Central Office Memorandum CO-PS-2026-06-1257 dated June 01, 2026, titled "Encoding of Quick Count Enrollment in the Learner Information System (LIS) and Updating of School Profile in the Enhanced Basic Education Information System (EBEIS) for School Year 2026-2027," this Office directs all concerned personnel to initiate and complete the Beginning of School Year (BOSY) data collection and housekeeping activities.

2. Aligned with DepEd Order No. 27, s. 2019, these activities are vital to ensure the availability of accurate and timely education statistics for evidence-based decision-making across all levels of governance.

3. All concerned personnel shall strictly adhere to the following timelines and operational guidelines:

A. Reporting of Quick Count Enrollment (June 04–30, 2026)

- **Daily Reporting:** All school heads or authorized personnel of public/private elementary and secondary schools, SUCs/LUCs offering basic education, and the Division ALS Coordinators must encode daily enrollment by grade level and sex in the LIS Quick Count Facility.
- **Strengthened Senior High School (SSHS):** Quick Count enrollment data must be reported specifically under:
 - (1) Academic Track under the General Academic Strand (GAS).
 - (2) Technical-Professional (Tech-Pro) under the Technical-Vocational-Livelihood (TVL) Track.
- Note: This applies to all Grade 11 learners in public schools and Grade 12 learners in pilot SSHS implementers.
- **Monitoring and Support:** The School Governance Operations Division - Planning and Research Section (SGOD-PRS) shall coordinate with the Regional Office Policy, Planning, and Research Division (PPRD) to oversee the daily encoding and provide immediate technical assistance to schools encountering system difficulties.



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B. Updating of School Profile in the EBEIS

- **School-Level Actions:** School Heads must update their school profiles to guarantee the correctness of the school address, contact details (telephone, email, website), date of establishment, and class organization (multigrade, monograde, or combination).
- **Division-Level Actions (Division Planning Officer):** The DPO shall be responsible for:
 - Updating schools' Curricular Offering Classification (COC) based on approved regional documents.
 - Updating school classification, official name, and renaming requests.
 - Processing school closures upon submission of a formal letter of intent.
 - Assigning school heads, updating plantilla positions, and managing system user accounts/roles.

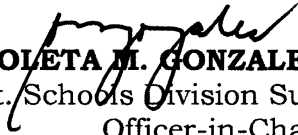
C. Critical Timelines for EBEIS System Housekeeping (On or Before October 31, 2026)

- **New School IDs / Merging:** Newly converted public integrated schools must have their requests for merging school IDs facilitated by the DPO via the LIS Ticketing System well ahead of October 31, 2026, to allow the ICTS-User Support Division ample processing time.
- **School Closures:** Both voluntary (supported by a letter of intent and complete transfer of learner records to the Division) and involuntary school closures must be processed in the EBEIS on or before October 31, 2026.
- **School Head Information:** Updating school head profiles must be completed using the Division System Admin/DPO account in the EBEIS first, before reflecting in the LIS.

4. The School System Admin is further reminded to regularly cleanse system account assignments to ensure security and role accuracy.

5. For inquiries or clarifications regarding this activity, please contact the SGOD-Planning and Research Section through email at planning.sdomuntinlupa@deped.gov.ph.

6. 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: as stated

References: as stated

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

EBEIS LEARNER INFORMATION SYSTEM QUICK COUNT
JDN/DM/Encoding of Quick Count Enrollment in the Learner Information System (LIS) and Updating of School Profile in the Enhanced Basic Education Information System (EBEIS) for School Year 2026-2027

253 /June 9, 2026

NUM-2026-253



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR PHILIPPINE QUALIFICATIONS FRAMEWORK SECRETARIAT,
 POLICY AND PLANNING SERVICE, EDUCATION CENTER FOR ARTIFICIAL INTELLIGENCE RESEARCH

SDO - MUNTINLUPA CITY
 RECORDS UNIT


RECEIVED
 6-10-26

BY: EVELYN N. DINGAL

TIME: 8:15am

MEMORANDUM

FOR : MINISTER OF BASIC, HIGHER, AND TECHNICAL
 EDUCATION, BARMM
 REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 POLICY, PLANNING, AND RESEARCH DIVISION CHIEFS
 QUALITY ASSURANCE DIVISION CHIEFS
 REGIONAL PLANNING OFFICERS
 DIVISION PLANNING OFFICERS
 DIVISION ALS COORDINATORS
 PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
 SCHOOLS
 HEADS OF STATE/LOCAL UNIVERSITIES AND COLLEGES
 PHILIPPINE SCHOOLS OVERSEAS
 ALL OTHERS CONCERNED

FROM : 
 RAFAELITA M. ALDABA, PhD,
 Undersecretary *ret. ch*
 Office of the Secretary

SUBJECT : Encoding of Quick Count Enrollment in the Learner
 Information System (LIS) and Updating of School Profile in
 the Enhanced Basic Education Information System
 (EBEIS) for School Year 2026-2027

DATE : June 01, 2026

The Department of Education issues this Memorandum to guide schools for the Beginning of School Year 2026-2027 data collection activities, specifically on the daily reporting of the Quick Count Enrollment in the LIS and updating of the school profiles in the EBEIS from **June 04-30, 2026**. These activities are crucial in ensuring the availability of accurate and timely education statistics that support evidence-based and informed decision-making across all levels of governance.

Aligned with the provisions stipulated in DepEd Order No. 27, s. 2019 (*Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*), all concerned personnel shall be guided by the following instructions:

1. Reporting of Quick Count Enrollment

- a. All school heads/authorized personnel of public and private elementary and secondary schools, State/Local Universities and Colleges (SUCs/LUCs) offering basic education, Philippine Schools Overseas (PSO),



and the Division Alternative Learning System (ALS) Coordinators are directed to encode daily enrollment by grade level and sex at the LIS Quick Count Facility from **June 04 - 30, 2026**.

- b. For Strengthened Senior High School, Quick Count enrollment data shall be reported in this manner: (1) Academic Track under the General Academic Strand (GAS); and (2) the Technical-Professional (Tech-Pro) under the Technical-Vocational-Livelihood (TVL) Track. This shall apply to all Grade 11 learners in public schools and Grade 12 learners in pilot implementers of SSS.
- c. The Policy, Planning, and Research Division (PPRD) of the Regional Office (RO), in coordination with the School Governance Operations Division – Planning and Research Section (SGOD-PRS) of Schools Division Offices (SDOs), shall jointly oversee the quick count enrollment encoding of all schools and Division ALS Coordinators under their respective jurisdiction. Likewise, they shall provide technical assistance to schools and Division ALS Coordinators experiencing difficulties with data entry and monitoring to ensure a seamless encoding of learners in the LIS.

2. Updating of School Profile

The updating of the school profile in the EBEIS is part of the housekeeping process in the system that shall be done by responsible personnel across all levels of governance.

At the Regional Level

- a. The **Regional Planning Officers** (RPOs) shall facilitate the creation of school profiles and issuance of School IDs of newly-established public and private schools, schools converted into integrated schools, and separated public annex schools, including the change of administrative level, school sub-classification, and school type.

At the Division Level

- b. The **Division Planning Officers** (DPOs) shall be responsible for:
 - 1. Updating schools' curricular offering classification (COC), and ensuring information shall be consistent with the copy of the document from the region reflecting the approved school COC;
 - 2. Updating schools' school classification, and school name, and renaming of the school;
 - 3. Processing of the closure of schools with submission of a letter of intent for permanent or temporary closures; and
 - 4. Assigning school head, updating plantilla positions-including assignment of user account and role.

At the School Level

- c. The **School Head** shall update their school profile to ensure the correctness of the school address, contact details (*telephone numbers, email address, website, if any*), date of establishment, and class organization (*multigrade, monograde, or combination*).

3. Specific Instructions on the Creation/Issuance and Merging of School ID, and Closure of Schools in the EBEIS

To ensure that all necessary processes related to the reporting of data and in establishing an accurate official count of schools are adhered to, all concerned personnel shall be guided by the following instructions:

Creation/Issuance and Merging of School ID

- a. To facilitate the creation of new school IDs, the **focal person from the Quality Assurance Division (QAD)** shall ensure the timely endorsement of approved documents of public schools (establishment, conversion into integrated schools, and separation) and permits to operate of private schools to the **PPRD**.
- b. RPOs shall facilitate the **creation or issuance of school IDs from June 04, 2026, to October 31, 2026** in the EBEIS. Only new schools with approved permits/authority to operate, with effectivity starting SY 2026-2027 shall be created or issued a school ID. Likewise, it shall be endorsed to the Policy and Planning Service – Education Management Information System (PPS-EMISD) for confirmation and subsequent submission to the Finance Service for possible inclusion and updating of records in the General Appropriations Act (GAA).
- c. For newly converted public schools into integrated schools, the DPOs are instructed to **immediately facilitate the request for merging of school IDs through the LIS Ticketing System**, and this shall be done **earlier than October 31, 2026**, to provide ample time for the Information and Communications Technology Service – User Support Division (ICTS-USD) to process the merging in the system.

Closure of Schools in the EBEIS

- a. The closure of schools in the EBEIS shall be in accordance with Section 43 of DepEd Order No. 88, s. 2010 (2010 Revised Manual of Regulations for Private Schools in Basic Education) and shall be done **on or before October 31, 2026**.
- b. For the voluntary closure of the school, the RPO shall ensure that it is supported by a letter of intent from the school and that the transfer of learners' documents/records to the Division has been facilitated.
- c. For the involuntary closure of schools, the focal person from the QAD shall endorse the list of schools under this classification to the PPRD for proper documentation and processing of closure in the system.

4. Guide in Updating School Head Information in the EBEIS and LIS

- a. Using the Division System Admin/Division Planning Officer account, the school head information shall first be changed/updated in the EBEIS and later on in the LIS.
- b. The school System Admin shall regularly conduct cleansing of the system accounts assignment.

Finally, a separate Memorandum will be issued for the LIS-BOSY 2026-2027 updating and necessary tagging in the system.

For any clarifications, please coordinate with your respective **Division Planning Officers (DPOs)**, or contact the **Policy and Planning Service - Education Management Information System Division (PPS-EMISD)** through telephone numbers (02) 8638-2251/8637-6204 or email at ps.emisd@deped.gov.ph.

Immediate dissemination of this Memorandum is desired.