



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 01 2026

MEMORANDUM

No. 294, s. 2026

DESIGNATION OF LEARNER INFORMATION SYSTEM (LIS) / ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) SCHOOL COORDINATORS

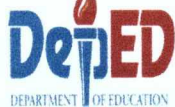
To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance & Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In line with the continuous updating of data in the Learner Information System (LIS) and Enhanced Basic Education Information System (eBEIS), and pursuant to DepEd Order No. 26, s. 2015 and DepEd Order No. 45, s. 2017, the field is informed of the designation of the following LIS / eBEIS School Coordinators in their respective schools.

#	Name	Position	School
1	MA. RECAH R. JAVIER	Administrative Aide VI	Alabang ES
2	RUEL A. MELANIO	Administrative Aide VI	Bagong Silang ES
3	ANABEL C. FUENTES	Administrative Aide VI	Bayanan ES - Main
4	CECILIA A.PONCE	Teacher III	Bayanan ES - Unit I
5	ESSAN MAE D. BALMEO	Teacher III	Buli ES
6	MARTINA GEBRIEL J. GUIVENCAN	Teacher I	Cupang ES – Annex
7	CRISTINE D. VICTORIA	Master Teacher I	Cupang ES – Main
8	JOVELYN M. BALDO	Public Service Foreman	F De Mesa ES
9	ERLYN D. GALGO	Teacher II	Filinvest Alabang ES
10	IRENE T. ITALIA	Administrative Assistant II	Itaas ES
11	MARICELLE P. CERDENIA	Administrative Assistant II	Muntinlupa ES
12	REYMUNDO B. JOSON	Teacher III	Poblacion ES
13	GERLIE L. QUITAYEN	Teacher III	Putatan ES
14	JANICE MIGLO M. RADO	Administrative Assistant II	Soldiers' Hills ES
15	RODELYN N. SERRANO	Administrative Assistant I	Sucat ES Main
16	EUGENIA FRANCIA P. PANCIPANE	Teacher I	Sucat ES - Sitio Pagkakaisa Annex
17	ALTHUR NOVE CHRIST G. ABEJO	Administrative Assistant I	Tunasan ES
18	ALBERT L. FERNANDEZ	Administrative Assistant I	Victoria Homes ES
19	LOURDES NORALLY D. LUMAAD	Administrative Assistant III	Lakeview Integrated School – Elem
	MAYGLEN L. LUNAR	Head Teacher III	Lakeview Integrated School – JHS
	JOHN KEVIN LLANDER	Teacher V	Lakeview Integrated School – SHS
20	ROMEO T. NAVARRO JR.	Teacher III	Muntinlupa Business HS - Sucat Annex
	ROSALIE T. TORRES	Administrative Officer II	Muntinlupa Business HS - Sucat Annex
21	ZOE NADIA L. JARA	Teacher III	Muntinlupa Business HS – Main
22	JIM BRIAN S. DE LOS REYES	Administrative Assistant I	Muntinlupa National HS - JHS
	JAYBEN M. GODINEZ	Teacher I	Muntinlupa National HS – SHS
23	LINDSAY T. MARANAN	Administrative Officer II	Muntinlupa Science HS - JHS
	ORLANDO A. PISTAN	Registrar I	Muntinlupa Science HS - SHS
24	JOSHUA M. GALANG	Administrative Assistant I	Pedro E. Diaz HS
25	MARILYN C. ANDRESIO	Head Teacher III	Poblacion National HS - JHS
	MARK ANTHONY G. BUÑALES	Head Teacher I	Poblacion National HS - SHS
26	JOHN WILLIAM B. CAJANO	Head Teacher III	Tunasan National HS – JHS
	JOVEN Y. REYES	Special Science I	Tunasan National HS – SHS
27	MAILEEN M. PEÑAFLOR	Registrar I	Tunasan National HS – SHS
	ANNA MARRY M. MARIANO	Registrar I	Cupang Senior HS
28	DENEDICT T. MENOR	Teacher II	Sucat Senior HS
29	NERY ANN E. LORENZO	Education Program Specialist II	Alternative Learning System

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2. The designated LIS/eBEIS School Coordinators shall perform the following duties and responsibilities:

A. Data Management and System Oversight

- Ensure the accuracy, consistency, and timeliness of all data encoded and submitted through the LIS, eBEIS, BEIS, and NSBI portals.
- Coordinate closely with the School Head, teachers, and class advisers in monitoring, verifying, and updating learner and school data.
- Issue LIS user accounts to class advisers and assign appropriate access rights corresponding to their respective classes.
- Validate learner registration based on the required supporting documents, as follows:

For Formal School Learners:

- PSA Birth Certificate or secondary documents
- Kindergarten Certificate of Completion / ECCD Assessment Result
- PEPT Certificate of Rating
- School Form 9 (formerly Form 138)
- School Form 10 (formerly Form 137)
- A&E Certificate of Rating
- PPA Certificate
- ALS Form (AF) 5

For SNED Learners:

- PSA Birth Certificate or secondary documents
- PWD I.D.
- Medical evaluation and diagnosis from a licensed medical specialist

For ALS Learners:

- PSA Birth Certificate or secondary documents
 - Elementary Diploma
 - JHS Certificate of Completion
 - ALS Form (AF) 5
 - PEPT Certificate of Rating
 - SF9 / SF10
 - A&E Certificate of Rating
 - PPA Certificate
- Ensure that all learners are properly registered in the LIS by their respective class advisers.
 - Ensure that class advisers accurately update and tag all required learner data for both Beginning of School Year (BOSY) and End of School Year (EOSY) reports.
 - Verify supporting documents, particularly for learners without assigned Learner Reference Numbers (LRNs), to ensure correct identity and enrollment records.
 - Review, validate, and correct all encoded data in the LIS to ensure completeness and accuracy.
 - Coordinate with the School Registrar or Records Officer to validate and update learner information based on official school records.



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- Validate, clean, and maintain learner and school profiles, including resolution of duplicate entries and erroneous data.
- Prepare and update School Forms in accordance with verified LIS data.

B. System Access and Support

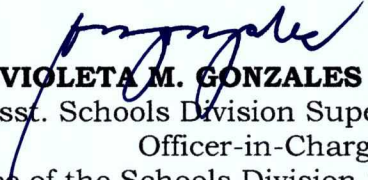
- Provide technical assistance to teachers and other system users on the functionalities and proper use of the LIS, eBEIS, BEIS and NSBI, including data encoding procedures.
- Orient and assist class advisers in the encoding, updating, and management of learner records in the LIS.
- Attend all relevant training, orientations, and webinars conducted by the Division, Regional, or Central Office.

C. Reporting and Compliance

- Generate and submit required school reports derived from LIS, eBEIS, BEIS, and NSBI in accordance with directives from the Schools Division Office or Central Office.
- Submit a Request Form for Ticketing to the Division Office for concerns requiring escalation to the Central Office Helpdesk.
- Promote the responsible and secure use of information systems and ensure timely dissemination and implementation of updates and DepEd issuances.
- Coordinate with the Division Planning Officer on matters related to online data submission and planning-related information requirements.

3. This Memorandum shall remain in effect until otherwise amended, superseded, or revoked by the undersigned.

4. Immediate and wide dissemination of this Memorandum is desired.


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:

DESIGNATION

eBEIS

LEARNER INFORMATION SYSTEM

JDN/DM/Designation of Learner Information System (LIS) / Enhanced Basic Education Information System
(eBEIS) School Coordinators

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