



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 16 2026

MEMORANDUM

No. 323 s, 2026

**LEARNER INFORMATION SYSTEM (LIS) TAGGING OF LEARNERS
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. In reference to the Memorandum of the Office of the Undersecretary for Finance (OUF-2026-1649) dated July 13, 2026, entitled "Learner Information System Tagging for School Year 2026-2027," this Division directs all concerned schools to ensure the accurate and timely tagging of learners in the Learner Information System (LIS) during the Beginning of School Year (BOSY) encoding for School Year 2026-2027.

2. Pursuant to DepEd Order No. 17, s. 2025, otherwise known as the Revised Basic Education Enrollment Policy, learner information collected through the Basic Education Enrollment Form (BEEF) shall be used to create and update learner profiles in the Learner Information System (LIS).

3. Likewise, DepEd Order No. 27, s. 2019, entitled Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes, mandates schools to ensure that learner records are complete, accurate, and regularly updated.

4. Furthermore, proper learner tagging is necessary to facilitate the correct identification of beneficiaries under various government programs, including the Educational Service Contracting (ESC) and Senior High School Voucher Program (SHSVP), in accordance with DepEd Order No. 11, s. 2026, Revised Guidelines on the Implementation of Expanded Government Assistance to Students and Teachers in Private Education (E-GASTPE).

5. All concerned schools shall ensure the proper tagging of eligible learners in the LIS, including but not limited to the following:

- Pantawid Pamilyang Pilipino Program (4Ps) beneficiaries;
- Indigenous Peoples (IP) learners;
- Learners with Special Educational Needs (LSEN); and
- Educational Service Contracting (ESC) Grantees and Senior High School Qualified Voucher Recipients (QVRs).

323

NUM-2026-323



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Republic of the Philippines
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6. Schools participating in the ESC and SHS Voucher Program shall ensure that all eligible learners are correctly tagged to facilitate proper program implementation and monitoring.

7. To facilitate the proper tagging of learners in the Learner Information System (LIS), all School Heads, School LIS Coordinators, and concerned program focal persons are directed to access, familiarize themselves with, and strictly follow the official user guides available through the following links:

Tagging Facility	User Guide Manual Link
Pantawid Pamilyang Pilipino Program (4Ps)	https://tinyurl.com/4PsGuide
Indigenous Peoples (IP) Learners	https://tinyurl.com/IPUserGuide
Learners with Special Educational Needs (LSEN)	https://tinyurl.com/LSENGuide
ESC Grantees and SHS Qualified Voucher Recipients	https://tinyurl.com/ESCandSHSQVRIDUserGuide

8. School Heads, School LIS Coordinators, and concerned program focal persons are directed to familiarize themselves with these guidelines and strictly observe the prescribed procedures.

9. Roles and Responsibilities

School Heads shall:

- Ensure the timely, complete, and accurate tagging of eligible learners in the Learner Information System (LIS);
- Validate the accuracy of learner information prior to finalization; and
- Supervise the School LIS Coordinator and concerned program focal persons in implementing the learner tagging activities.

School LIS Coordinators shall:

- Perform the actual tagging and updating of learner information in the LIS;
- Coordinate with the designated school program focal persons to validate tagged learners; and
- Resolve data inconsistencies before the prescribed deadline.

Program Focal Persons (4Ps, Indigenous Peoples Education, Inclusive Education/SNED, ESC/SHS Voucher Program, and other applicable programs) shall:

- Validate the list of eligible beneficiaries;
- Coordinate with the School LIS Coordinator to ensure proper tagging of learners; and
- Provide technical assistance within their respective program areas.



Republic of the Philippines
Department of Education
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Public Schools District Supervisors (PSDSs) shall:

- Monitor the compliance of all public schools within their respective districts with the prescribed learner tagging requirements;
- Provide technical assistance to School Heads, School LIS Coordinators, and program focal persons in resolving issues related to learner tagging; and
- Submit consolidated monitoring reports to the SGOD-Planning and Research Section or the Division LIS Coordinator, as may be required.

Division Private Schools Focal Persons shall:

- Coordinate with private schools participating in the Educational Service Contracting (ESC) and Senior High School Voucher Program (SHSVP);
- Monitor the proper tagging of eligible learners in the LIS and ensure compliance with existing DepEd policies and prescribed timelines;
- Provide technical assistance to private schools on LIS tagging concerns; and
- Coordinate with the Division LIS Coordinator regarding issues requiring validation or system-related assistance.

10. All schools are enjoined to ensure the timely encoding, updating, validation, and proper tagging of learner information in the LIS. Failure to comply with the prescribed requirements may affect learner eligibility for government programs and may be subject to applicable provisions of existing DepEd policies.

11. For any inquiries or technical assistance, concerned personnel may contact the Planning and Research Section via email at **planning.sdomuntinlupa@deped.gov.ph**.

12. Immediate dissemination of and strict compliance with this Memorandum is directed.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Enclosure: none

References: as stated

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

ESC Grantees and SHS Qualified Voucher Recipients
Indigenous Peoples (IP) Learners
LEARNER INFORMATION SYSTEM
Learners with Special Educational Needs (LSEN)
Pantawid Pamilyang Pilipino Program (4Ps)

JDN/DM/ Learner Information System (LIS) Tagging of Learners for School Year 2026–2027

323 /July 16, 2026

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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

OUF-2026-1619

**TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ESC AND SHSVP PARTICIPATING SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM : ATTY. EDSON BYRON K. ST
Assistant Secretary for Finance
Officer-In-Charge
Office of the Undersecretary for Finance

**SUBJECT : LEARNER INFORMATION SYSTEM TAGGING FOR SCHOOL
YEAR 2026-2027**

DATE : JUL 13 2026

This refers to the use of the Basic Education Enrollment Form (BEEF), in compliance with DepEd Order No. 17, s. 2025, titled "*Revised Basic Education Enrollment Policy*." BEEF is used to collect learners' personal information which shall be used to create and/or update the learner profiles in the Learner Information System (LIS).

Further, DepEd Order No. 27, s. 2019, titled "*Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*," provides that class advisers in public schools and designated school system administrators or school registrars in private schools must ensure that all learner profiles are updated regularly.

In this regard, all Educational Service Contracting (ESC) and Senior High School Voucher Program (SHSVP) participating schools are hereby reminded to ensure the proper tagging of learners in the LIS. Proper tagging ensures that the ESC grantees and SHS Voucher Program Beneficiaries (VPBs) are appropriately prioritized under the categories provided in DepEd Order No. 11, s. 2026, titled "*Revised Guidelines on the Implementation of Expanded Government Assistance to Students and Teachers in Private Education (E-GASTPE) in the Department of Education*."

Furthermore, participating schools are also reminded to correctly tag learners as ESC grantees or SHS Qualified Voucher Recipients (QVRs). For guidance, please refer to the following LIS tagging procedures:

Table 1. LIS Tagging Procedures

Tagging Facility	Manual
Pantawid Pamilyang Pilipino Program (4Ps)	https://tinyurl.com/4PsGuide
Indigenous Peoples	https://tinyurl.com/IPUserGuide
Learners with Special Educational Needs	https://tinyurl.com/LSENGuide
ESC grantees and SHS QVRs	https://tinyurl.com/ESCandSHSQVRIDUserGuide

Source: <https://support.lis.deped.gov.ph/support/>

Lastly, all ESC and SHSVP participating schools must ensure the accurate and timely encoding, updating, and validation of learner and school information in both the BEIS and the LIS. Failure to update data within the prescribed timelines shall constitute a light offense, as stipulated in DepEd Order No. 11, s. 2026.

For immediate dissemination and strict compliance.

**Fw: [OUF-2026-1619] LEARNER INFORMATION SYSTEM TAGGING FOR SCHOOL YEAR 2026-2027**

From DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>

Date Tue 7/14/2026 5:23 PM

To SDO VALENZUELA <sdovalenzuela@deped.gov.ph>; SCHOOLS DIVISION OFFICE QUEZON CITY <sdo.quezoncity@deped.gov.ph>; DEPED MANILA <sdo.manila@deped.gov.ph>; SDO MARIKINA <sdo.marikina@deped.gov.ph>; SDO MANDALUYONG <sdo.mandaluyong@deped.gov.ph>; OSDS PASIG CITY <osds.sdopasigcity@deped.gov.ph>; DEPED NAVOTAS CITY <navotas.city@deped.gov.ph>; DEPED MALABON CITY <malabon.city@deped.gov.ph>; DEPED MAKATI CITY <makati.city@deped.gov.ph>; DEPED LAS PINAS CITY <laspinas.city@deped.gov.ph>; DEPED PASAY CITY <deped.pasay@deped.gov.ph>; DEPED CALOOCAN CITY <caloocan.city@deped.gov.ph>; SCHOOLS DIVISION OFFICE SAN JUAN CITY <sdosanjuanacity@deped.gov.ph>; SDO MUNTINLUPA <sdo.muntinlupa@deped.gov.ph>; DEPED PARANAQUE <deped.paranaque@deped.gov.ph>; SDO TAPAT <sdo.tapat@deped.gov.ph>

1 attachment (1 MB)

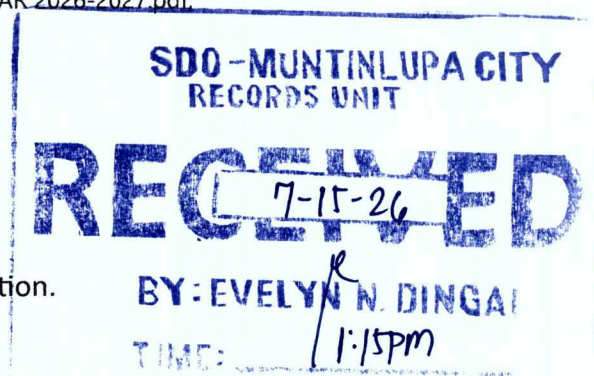
OUF-2026-1619_LEARNER INFORMATION SYSTEM TAGGING FOR SCHOOL YEAR 2026-2027.pdf

Dear Sir/Ma'am,

Good Day!

Please see the attached file, for information and appropriate action.
Kindly acknowledge receipt of this email.

Thank you and best regards.



From: Undersecretary for Finance - Budget and Performance Monitoring

<usec.financebpm@deped.gov.ph>

Sent: Tuesday, July 14, 2026 4:42 PM

To: DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; PAU NCR <pau.ncr@deped.gov.ph>; Estela Carino <estela.carino@deped.gov.ph>; Benjamin Paragas <benjamin.paragas@deped.gov.ph>; Tolentino Aquino <tolentino.aquino@deped.gov.ph>; Carlito Rocafort <carlito.rocafort@deped.gov.ph>; Ronnie Mallari <ronnie.mallari@deped.gov.ph>; Gilbert Sadsad <gilbert.sadsad@deped.gov.ph>; Cristito Eco <cristito.eco@deped.gov.ph>; Cristito Eco <cristito.eco001@deped.gov.ph>; Ramir Uytico <ramir.uytico@deped.gov.ph>; Arturo Bayocot <arturo.bayocot001@deped.gov.ph>; Salustiano Jimenez <salustiano.jimenez@deped.gov.ph>; Ronelo Al Firmo <ronelo.firmo@deped.gov.ph>; Ruth Fuentes <ruth.fuentes@deped.gov.ph>; Allan Farnazo <allan.farnazo@deped.gov.ph>; Alberto

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Cc: Government Assistance and Subsidies Service <gass@deped.gov.ph>; GASS - Operations and Data Management Division <gass.odmd@deped.gov.ph>
Subject: [OUF-2026-1619] LEARNER INFORMATION SYSTEM TAGGING FOR SCHOOL YEAR 2026-2027

Greetings from the **Office of the Undersecretary for Finance!**

Good day!

This Office transmits the attached memorandum reminding all Educational Service Contracting (ESC) and SHS Voucher Program (SHSVP) participating schools to ensure the proper tagging of learners in the Learner Information System (LIS), including the accurate identification of ESC grantees and SHS Qualified Voucher Recipients (QVRs). The memorandum also emphasizes the importance of the timely encoding, updating, validation, and maintenance of learner and school data in both the Basic Education Information System (BEIS) and the LIS.

In view thereof, all concerned officials and personnel are requested to review the attached memorandum thoroughly and ensure immediate dissemination to all relevant offices for information, guidance, and appropriate action.

For strict compliance.

Regards,

Office of the Undersecretary for Finance

1/F Alonzo Building, DepED Complex, Meralco Ave., Pasig City

17/F Techzone Building, Sen. Gil Puyat Ave., Makati City

Email Address: usec.financebpm@deped.gov.ph



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