



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 20 2026

MEMORANDUM

No. 326 s, 2026

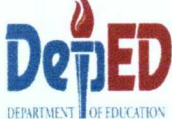
**IMPLEMENTATION OF THE LEARNER INFORMATION SYSTEM (LIS)
BEGINNING OF SCHOOL YEAR (BOSY) ENCODING
FOR SCHOOL YEAR 2026-2027**

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 Department Memorandum entitled "Encoding on the Learner Information System (LIS) for Beginning of School Year (BOSY) 2026-2027," issued by the Office of the Undersecretary for Philippine Qualifications Framework Secretariat, Policy and Planning Service, and Education Center for Artificial Intelligence Research, all public and private elementary and secondary schools are directed to implement the Beginning of School Year (BOSY) encoding in the Learner Information System (LIS).
2. The BOSY encoding period shall be from **July 13, 2026**, to **September 30, 2026**. All schools shall ensure the timely, complete, and accurate encoding and updating of learner information in the LIS, as these shall serve as the official enrollment records of the Department.
3. School Heads shall ensure that:
 - a. all officially enrolled learners are properly enrolled in the LIS;
 - b. learner profiles are updated and validated;
 - c. existing Learner Reference Numbers (LRNs) are used, and duplicate LRNs are avoided;
 - d. classes are finalized only after all enrolled learners have been completely encoded; and
 - e. all required learner information and program tags are accurately reflected in the system.
4. All schools shall ensure the proper tagging and updating of the following learner information, as applicable:
 - Academic Recovery and Accessible Learning (ARAL) Program;
 - Alternative Delivery Modes (ADM);
 - Arabic Language and Islamic Values Education (ALIVE);
 - Height and Weight;
 - Citizenship;
 - ESC Beneficiaries;

326

NUM-2026-325



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

SGOD-326



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

- Ethnicity;
- Indigenous Peoples (IP) Learners;
- Mother Tongue and Other Spoken Language;
- Pantawid Pamilyang Pilipino Program (4Ps) Beneficiaries;
- Religion;
- School-Based Feeding Program (SBFP) Beneficiaries;
- SHS Voucher Beneficiaries; and
- Special Needs Education (SNEd), including the appropriate classification or type of special needs.

5. In accordance with the Department Memorandum, one-time Senior High School (SHS) enrollment shall continue to be implemented. Accordingly, SHS learners shall be enrolled only once during the school year, regardless of whether the school follows a semester or trimester calendar. Likewise, all Grade 11 and Grade 12 SHS elective subjects for the first term/semester shall be tagged during BOSY encoding, while succeeding term or semester electives shall be updated during the End of School Year (EOSY) updating.

6. Public Schools District Supervisors (PSDSs) shall monitor the BOSY encoding progress of public schools within their respective districts, provide technical assistance as necessary, and ensure compliance with the prescribed timeline.

7. The Division Private Schools Focal Person shall monitor the BOSY encoding status of all private schools, provide the necessary technical assistance, and coordinate with school administrators to ensure timely compliance.

8. The SGOD-Planning and Research Section, through the Division LIS Coordinator, shall provide technical assistance, monitor the progress of BOSY encoding, consolidate division reports, and coordinate with the Regional Office and Central Office on matters related to LIS implementation.

9. For guidance on the proper tagging and updating of learner information in the Learner Information System (LIS), School Heads, School LIS Coordinators, and concerned program focal persons are directed to access the official LIS Support Portal at **<https://support.lis.deped.gov.ph/support>**. They shall familiarize themselves with and strictly adhere to the prescribed procedures and user guides to ensure the accurate, complete, and consistent encoding of learner information.

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



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

11. Immediate dissemination of and strict compliance with this Memorandum are directed.

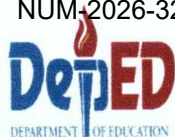

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Enclosure: none
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

LEARNER INFORMATION SYSTEM
TAGGING

JDN/DM/Implementation of the Learner Information System (LIS) Beginning of School Year (BOSY)
Encoding for School Year 2026–2027
326 /July 16, 2026

NUM-2026-326



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



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
7-16-26

BY: EVELYN N. DINGAL

TIME: 2:25 pm

MEMORANDUM

TO : MINISTER, BASIC, HIGHER AND TECHNICAL EDUCATION,
BARM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
ALTERNATIVE LEARNING SYSTEM (ALS) LEARNING
FACILITATORS
ALL OTHERS CONCERNED

FROM : *Rafaelita M. Aldaba*
RAFAELITA M. ALDABA, PhD
Undersecretary
Office of the Secretary

SUBJECT : **ENCODING ON THE LEARNER INFORMATION SYSTEM
(LIS) FOR BEGINNING OF SCHOOL YEAR (BOSY) 2026-
2027**

DATE : 07 July 2026

1. The Department of Education (DepEd), through the Policy and Planning Service – Education Management Information System Division (PPS-EMISD), and Information and Communications Technology Service (ICTS), collects the official enrollment data every school year through the Learner Information System (LIS). These are vital in formulating evidence-based policies, decision-making, and developing programs and projects in basic education.
2. All public and private schools, State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs) offering basic education, Philippine School Overseas (PSOs), and Alternative Learning System Community Learning Centers (ALS CLCs) shall commence the encoding and updating of the learners' data in the LIS **from July 13, 2026 to September 30, 2026.**



17th F, Tech Zone Building, Sen. Gil Puyat Ave., Makati City
Email Address: oupe@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	PAWIM-CO-PPS-F	Rev	00
Effectivity	09.10.24	Page	1 of 3



Hence, all schools shall ensure that the learners' data are correct and reported within the timeline in the LIS, since this information will serve as a basis of the official enrollment.

3. For the Beginning of School Year (BOSY) 2026–2027, all schools shall enroll their learners in the LIS, update learners' profiles, and ensure that the following are tagged respectively:
 - a. Academic Recovery and Accessible Learning (ARAL) Program
 - b. Alternative Delivery Modes (ADM)
 - c. Arabic Language and Islamic Values Education (ALIVE)
 - d. Height & Weight
 - e. Citizenship
 - f. ESC Beneficiaries (for GASTPE Program-Participating Private Schools)
 - g. Ethnicity
 - h. Indigenous Peoples (IPs) Learners
 - i. Mother Tongue & Other Spoken Language
 - j. Pantawid Pamilyang Pilipino Program (4Ps) Beneficiaries
 - k. Religion
 - l. School-Based Feeding Program (SBFP) Beneficiaries
 - m. SHS Voucher Beneficiaries (for E-GASTPE Program-Participating Private Schools)
 - n. Special Needs Education (SNEd) and Classification/Types of Special Needs
4. **One-time SHS Enrollment.** One-time enrollment shall be implemented for Senior High School, regardless of whether a school adopts the three-term calendar or the two-semester calendar. Hence, there is no need to enroll and update the end of term or semester statuses of SHS learners per term or semester.
5. **Strengthened Senior High School Elective Tagging.** Electives taken by all Grade 11 and Grade 12 SSHS learners for Term 1 shall be tagged at the BOSY encoding, while those taken during Terms 2 and 3 shall be tagged at the End of School Year (EOSY) updating in the LIS.
6. All schools shall ensure that each learner has only one unique Learner Reference Number (LRN). Hence, learners with existing LRNs shall not be added into the system for issuance of a new one to ensure continuity of learner records.
7. The Regional Planning Officers (RPOs) and Division Planning Officers (DPOs) shall provide technical assistance to schools that encounter difficulty in encoding their Beginning of School Year (BOSY) enrollment in the LIS and monitor the participation of all schools under their respective jurisdiction.

8. For any clarifications, please do not hesitate to contact the Policy and Planning Service – Education Management Information System Division (PPS-EMISD) through telephone number: 8638-2251 or email address: ps.emisd@deped.gov.ph.
9. For compliance and dissemination.