



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

**OPENING OF LEARNER INFORMATION SYSTEM (LIS)
BEGINNING OF SCHOOL YEAR (BOSY) ENCODING FOR
KINDERGARTEN TO GRADE 10, 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 advisory issued by the Department of Education through the Learner Information System (LIS) Support Portal dated July 13, 2026, this Office informs all concerned that the Beginning of School Year (BOSY) encoding in the Learner Information System (LIS) for Kindergarten to Grade 10 is now open.

2. All public elementary and secondary schools are directed to complete the Beginning of School Year (BOSY) encoding in the Learner Information System (LIS) within the prescribed period, from **July 13, 2026**, to **October 31, 2026**. School Heads and School LIS Coordinators shall ensure the timely, accurate, and complete encoding of learner information to facilitate effective monitoring, planning, and decision-making at the school, division, regional, and national levels.

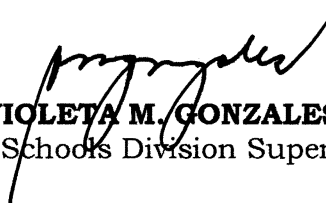
3. All School Heads and School LIS Coordinators/Registrars shall ensure the following:

- a. Encode and update all enrolled learners from **Kindergarten to Grade 10** in the Learner Information System (LIS);
- b. Validate the accuracy and completeness of learner information, including transfers, promotions, and enrollment status, prior to finalizing the BOSY data;
- c. Resolve duplicate records, unmatched learners, and other LIS issues immediately to ensure data integrity;
- d. Regularly monitor the school's BOSY accomplishment and ensure that encoding is updated promptly as enrollment progresses; and
- e. Coordinate with the Division Planning and Research Section (Division LIS Team) for any technical concerns or issues encountered during the encoding process.



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

4. **Public Schools District Supervisors (PSDSs)** shall monitor the implementation of the Beginning of School Year (BOSY) encoding in all public schools within their respective districts and provide the necessary technical assistance to ensure the timely, accurate, and complete encoding of learner information in the Learner Information System (LIS). Likewise, **Private Schools Focal Persons** shall coordinate with private schools, monitor their BOSY encoding status, extend technical assistance as needed, and ensure compliance with the prescribed encoding schedule. The **Division Planning and Research Section** shall oversee the overall implementation of the BOSY encoding, monitor the progress of all schools, consolidate accomplishment reports, and provide technical support and guidance to Public Schools District Supervisors, Private Schools Focal Persons, and school personnel throughout the encoding period.
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 and strict compliance of 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

JDN/DM/ Opening of Learner Information System (LIS) Beginning of School Year (BOSY) Encoding for Kindergarten to Grade 10, School Year 2026–2027
274 /July 13, 2026

Bulletin

Previous Updates (previous-updates.html)

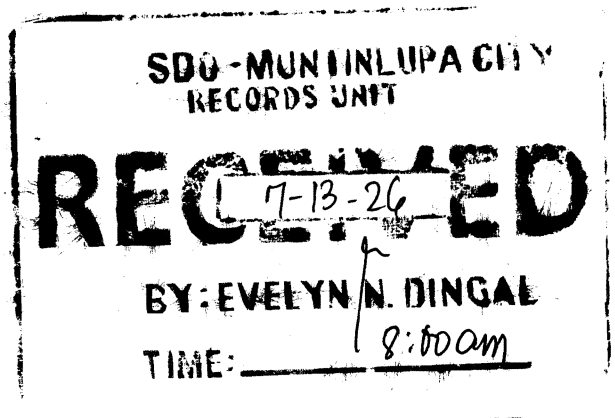
Manuals

Video Tutorials

Downloads

Infographics

Contact Us



Bulletin

Announcement

Monday, July 13, 2026

Important Advisory

July 13, 2026

- The Beginning of School Year (BOSY) encoding in the LIS for Kindergarten to Grade 10 is now open from 13 July 2026 to 31 October 2026.

July 1, 2026

- Please be informed that the Quick Count Enrollment for SY 2026-2027 and BEIS Uploading and Validation for SY 2025-2026 is now open until July 12, 2026.

June 15, 2026

- Basic Education Information System (BEIS) encoding for School Year 2025-2026 has been extended up to June 30, 2026.

June 5, 2026

- Enrollment for School Year 2025-2026 has been reopened until 15 June 2026. Schools are hereby instructed to finalize their enrollments and update their learner statuses until the said date.

June 4, 2026

- EBEIS SY 2026-2027 and LIS Quick Count SY 2026-2027 are now available until June 30, 2026.

All concerned personnel shall be guided according to the following:

- LIS EOSY Updating and Tagging for SY 2025-2026
 - Schools are still allowed to continue their LIS EOSY Status Updating for SY 2025 -2026 until **June 15, 2026**.
 - Only SY 2025-2026 Pilot Implementing Strengthened Senior High Schools (SSHS) assigned with their SSHS Elective Offerings before the opening of EBEIS SY 2026-2027 and LIS Quick Count SY 2026-2027, can continue the tagging of electives taken by their learners until June 15, 2026.
 - Tagging of BMI, ADM SBFP, ESC, SHS Voucher Beneficiaries, and ARAL learners is **no**