



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

**UPDATING OF LEARNER INFORMATION IN THE LEARNER INFORMATION
SYSTEM (LIS) FOR THE BEGINNING OF SCHOOL YEAR (BOSY) 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 continuing implementation of the Beginning of School Year (BOSY) 2026-2027 activities in the Learner Information System (LIS), and in reference to the advisory issued by the Department of Education, all public and private elementary and secondary schools are directed to update the learners' respective profiles by ensuring the accurate tagging and reporting of the following learner information in the LIS:

- Alternative Delivery Modes (ADM);
- School-Based Feeding Program (SBFP);
- Body Mass Index (BMI); and
- Educational Service Contracting (ESC).

2. Attached to this Memorandum are the guidelines for the proper tagging and reporting of the required learner information in the Learner Information System (LIS). All School Heads, School LIS Coordinators, and concerned program focal persons are directed to familiarize themselves with and strictly adhere to the prescribed procedures to ensure accurate, complete, and consistent data encoding.

3. School Heads shall ensure that all concerned personnel, particularly School LIS Coordinators and designated program focal persons, coordinate with the appropriate school personnel to verify the accuracy, completeness, and timeliness of the data to be encoded in the LIS.

4. The updating of the above-mentioned learner information shall be completed immediately upon availability of the required data to ensure that learner records are current, reliable, and readily available for monitoring, planning, and policy formulation at the school, division, regional, and national levels.

5. **Public Schools District Supervisors (PSDSs)** and the **Private Schools Focal Persons** shall monitor the compliance of schools under their respective jurisdictions, provide the necessary technical assistance on the updating of learner information in the Learner Information System (LIS), and ensure the timely, accurate, and complete encoding of the required learner data in accordance with this Memorandum.



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6. The **SGOD - Planning and Research Section**, through the Division LIS Coordinator, shall continuously monitor the overall implementation of the updating activity, provide technical assistance to schools, and consolidate reports for submission to the Regional and Central Offices, as may be required.
7. For inquiries or clarifications regarding this activity, please contact the SGOD-Planning and Research Section through email at **planning.sdomuntinlupa@deped.gov.ph**.
8. Immediate dissemination and strict compliance of this Memorandum are directed.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

LEARNER INFORMATION SYSTEM

JDN/DM/Updating of Learner Information in the Learner Information System (LIS) for the Beginning of School Year (BOSY) 2026–2027

284 /July 15, 2026

Bulletin

Previous Updates (previous-updates.html)

Manuals

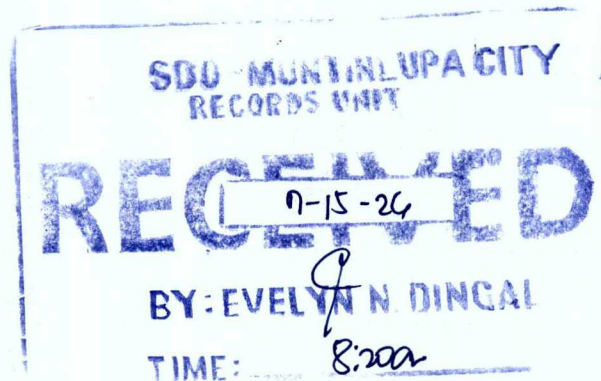
Video Tutorials

Downloads

Infographics

Contact Us

Bulletin



Announcement

Tuesday, July 14, 2026

Important Advisory

July 14, 2026

- Relative to the LIS BOSY Encoding for SY 2026-2027, schools may now update their learners' respective profiles by ensuring accurate taggings and reporting of the following information:
 - Alternative Delivery Modes (ADM)
 - School-based Feeding Program (SBFP)
 - Body Mass Index (BMI)
 - Educational Service Contracting (ESC)

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 BOSY Updating and Tagging for SY 2025-2026

Updating of BMI and ADM Tagging

Here are the steps:

1. Go to LIS website <http://lis.deped.gov.ph/> and login using the School user account.

Please sign in

Username

Password

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

2. Once login, click the Learner Information System link.

DepEd Apps

Enhanced Basic Education Information System

School Building Information System (For CO - EFD Personnel Only)

3. In the Dashboard, click the List of Classes tab.

List of Classes

Dashboard Quick Count **List of Classes** Transfers 1 School Forms Data Corrections Support

4. Click the Select Item button.

- Click the BMI link to update BMI.
- Click the ADM link to update ADM.

Select Item ▾

BMI

ADM

SY 2018 - 2019 ▾

a. To update the learner's BMI:

1. Click the Grade / Classes dropdown list and select the learner's section. Then, choose the Not tagged BMI on the third dropdown option.

BMI

Grade / Classes

BMI

BMI

Not tagged BMI

Masterlist

2. Search for the learner's name to be tagged/updated. Under the Option column, click the Pencil icon.

Masterlist

SY 2018-2019

- HT - Height
- WT - Weight

Enrolment

#	Learner	Gender	Date of first Attendance	BMI	Option
1		M	06/04/18	N	Profile 

3. Completed required information. Then, click the Submit button.

BMI

Height

0

Enter between 50 to 300 centimeters

Weight

Weight

Enter between 10 to 250 kilograms

Back

Submit

b. To tagged the learner as ADM:

1. Click the Grade / Classes dropdown list and select the learner's section. Then, choose the Not tagged ADM on the third dropdown option.

ADM ▾

Grade / Classes ▾

ADM
ADM
Not tagged ADM

Masterlist

2. Search for the learner's name to be tagged/updated. Under the Option column, click the Pencil icon.

Masterlist

- DISTEDU - Distance Education (DistEd) for SPED
- EIMPACT - Enhanced-Instructional Management by Parents, Community and Teachers (e-IMPACT)
- MISOSA - Modified In-School Off-School Approach (MISOSA)
- INTERVEN - Other School-initiated Intervention
- OHSP - Open high School Program (OHSP)
- INTERVEN - Other School Initiated Intervention

Enrolment

#	Learner	Gender	Date of first Attendance	ADM	Option
1		F	05/04/18	N	Profile 

3. a. For learners under ADM, click the appropriate mode. Then, click the Submit button.
b. For learners not under ADM, click the Not Applicable button.

ADM

Distance Education (DistEd) for SPED
Enhanced-Instructional Management by Parents, Community and Teachers (e-IMPACT)
Modified In-School Off-School Approach (MISOSA)
Other School-initiated Intervention

Back Not Applicable **Submit**

SBFP Tagging Facility

Reminders:

- A facility to tag learners who are School Based Feeding Program beneficiaries.
- This facility is only available for public schools to all levels (K-12).
- For SHS, only learners enrolled 2nd semester are allowed to be tagged.

Steps:

1. Go to LIS website <http://lis.deped.gov.ph/> and login **using the School user account.**

Please sign in

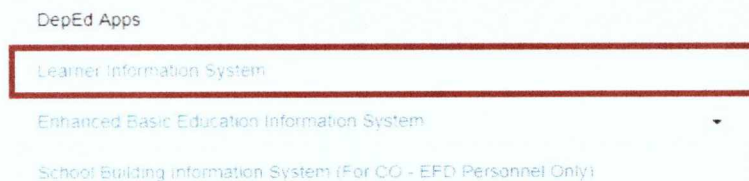
Sign in

Forgot password?

For class advisers: request School Head or designated school system administrator to reset password. For school heads: request Division Planning Officer to reset password.

Steps:

2. Once logged-in, click the Learner Information System link.

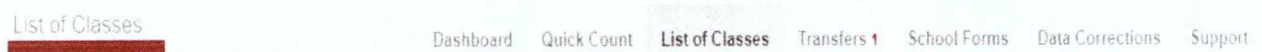


Note:

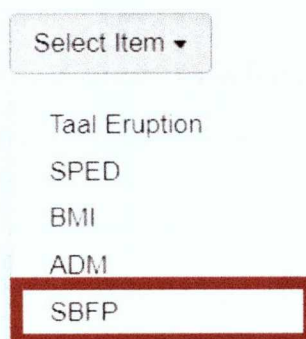
For Integrated Schools, user need to switch account context to secondary level to reflect the masterlist for secondary learners (including SHS).

8

3. In the Dashboard, click the **List of Classes** tab.



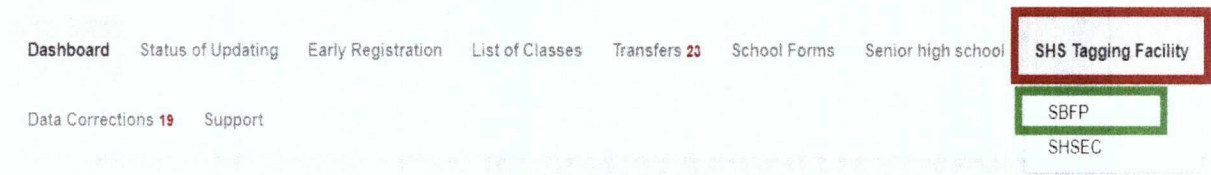
4. Click “Select Item” dropdown list, then select “SBFP”.



Steps:

For SHS:

Click the **SHS Tagging Facility**. Then, click **SBFP**.



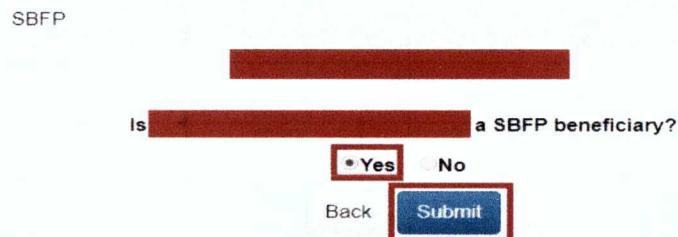
5. In the dropdown, select **Not tagged SBFP**.



6. Click the **pencil** icon alongside the learner's profile to be tagged/updated.



7. Click **Yes** option. Then click the **Submit** button.



Steps:

A notification message will be displayed once successfully updated.

Learner updated

- To see the list of learners' who were tagged as SBFP beneficiaries, click the **SBFP** in the dropdown.

Not tagged SBFP ▼

SBFP

Not tagged SBFP

The learner with **Y** under SBFP column indicates that the learner is already tagged as SBFP beneficiary.

Masterlist

- SBFP - School Based Feeding Program Beneficiary

Enrolment

#	Learner	Gender	Date of official enrolment	SBFP	Option
1		M	09/11/20	Y	Profile
2		M	08/04/20	Y	Profile
3		M	09/10/20	Y	Profile

ESC and SHS QVR ID Tagging for Junior and Senior High School

User Guide

Reminder:

- **ESC ID Tagging facility** is only available for Grade 7–10 in Private Schools.
- **SHS QVR ID Tagging facility** is only available for Grade 11–12 (1st and 2nd semester) in Private Schools.
- Transferred learners who were previously tagged from the previous school should be retagged in the receiving school (if applicable).

Procedure for Tagging ESC for Junior High School

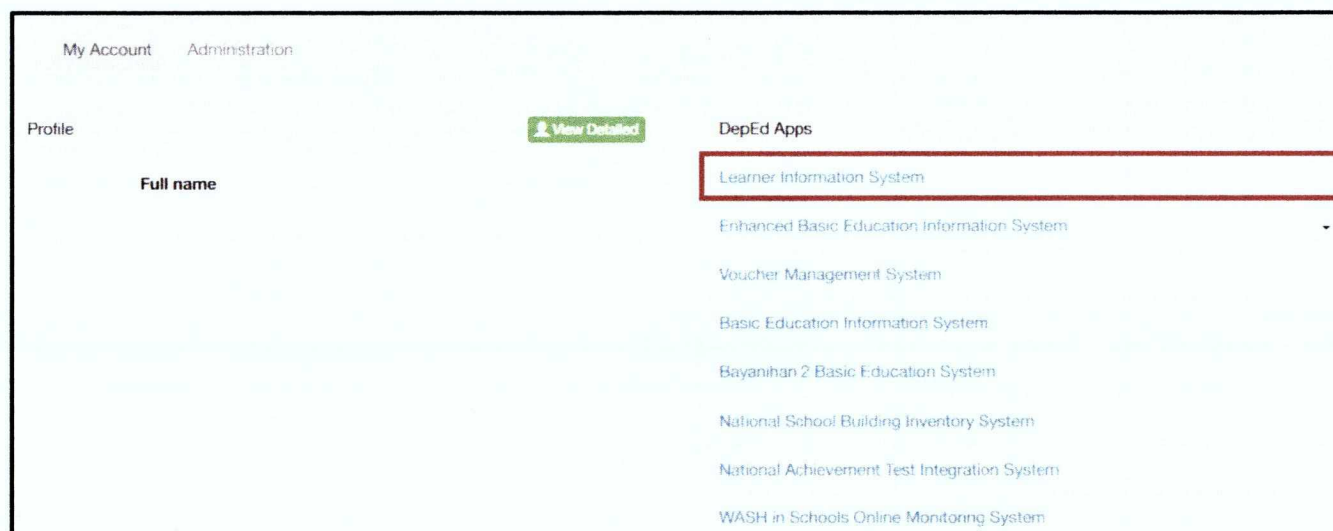
1. Go to the LIS website: <http://lis.deped.gov.ph> and log in using your account.

Please sign in

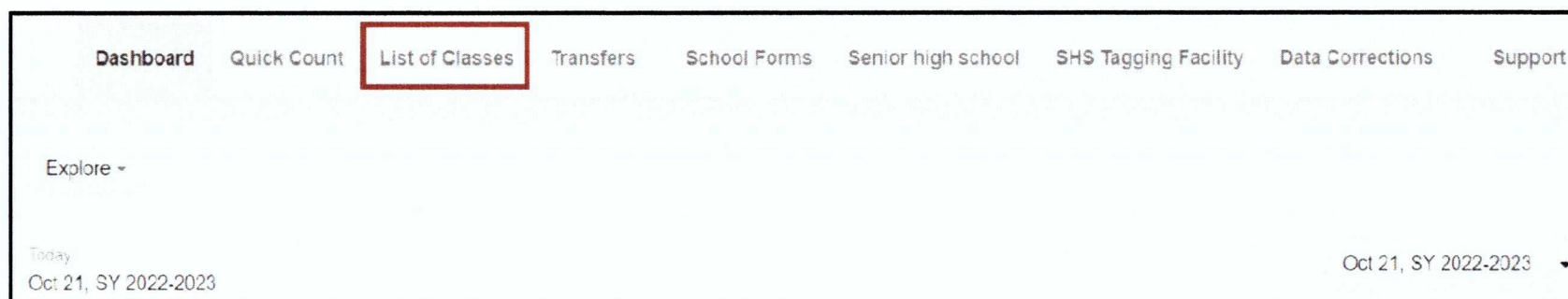
Forgot password?

For class advisors, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

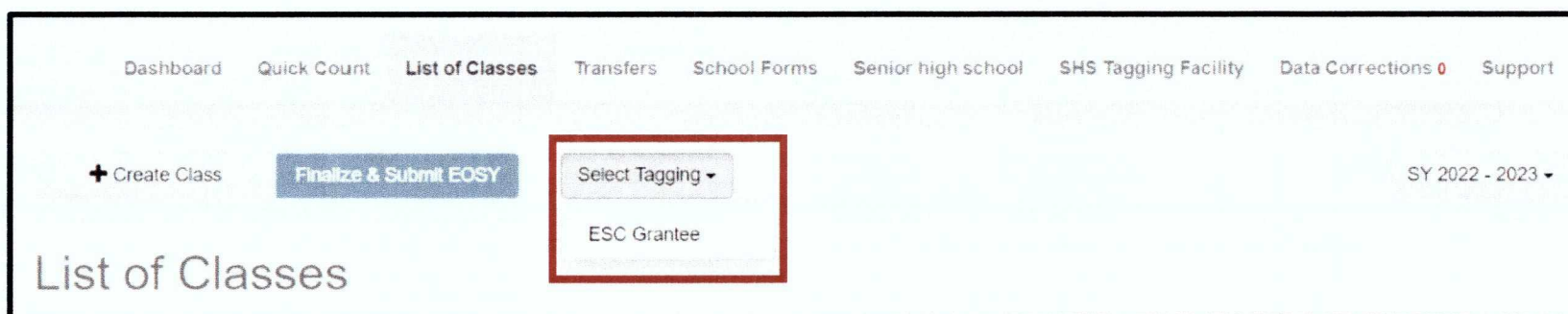
2. Once logged in, click the Learner Information System.



3. Click the List of Classes tab



4. Click the Select Tagging dropdown and select ESC Grantee.



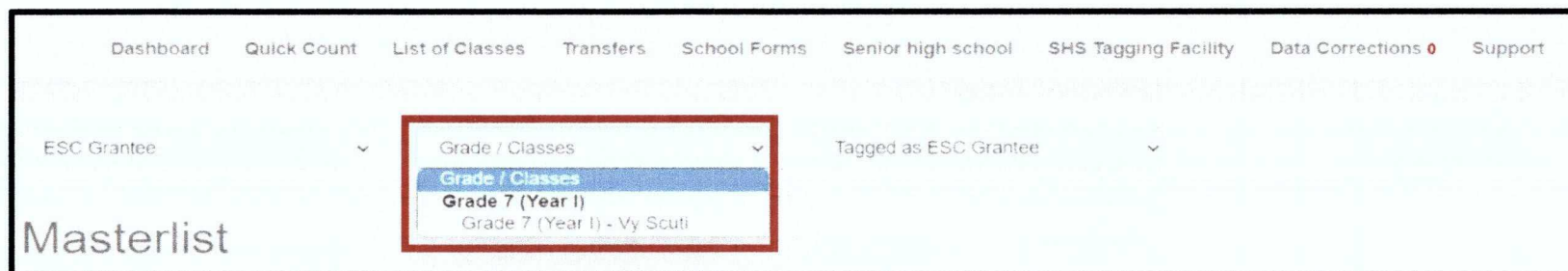
Dashboard Quick Count **List of Classes** Transfers School Forms Senior high school SHS Tagging Facility Data Corrections 0 Support

+ Create Class Finalize & Submit EOSY Select Tagging ▼ SY 2022 - 2023 ▼

ESC Grantee

List of Classes

5. Click the **Grade/Classes** dropdown and select the **Grade Level** and **Sections of learners** to be tagged as ESC.



Dashboard Quick Count List of Classes Transfers School Forms Senior high school SHS Tagging Facility Data Corrections 0 Support

ESC Grantee ▼ Grade / Classes ▼ Tagged as ESC Grantee ▼

Grade / Classes
Grade 7 (Year I)
Grade 7 (Year I) - Vy Scuti

Masterlist