



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

**ENCODING, UPDATING, AND FINALIZATION OF ALS LEARNERS
IN THE LEARNER INFORMATION SYSTEM (LIS)**

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
ALS Division Coordinator
All Others Concerned

1. In reference to the advisory issued by the Education Management Information System (EMIS) Division, Policy and Planning Service, Department of Education, this Office informs all concerned personnel of the availability of the Learner Information System (LIS) facilities for the encoding, updating, and finalization of Alternative Learning System (ALS) learners.
2. The following LIS facilities are now available on the schedule below:
 - a. Beginning of School Year (BOSY) Encoding for School Year 2026–2027
 - **Schedule: July 27, 2026, to September 30, 2026**This facility allows all ALS Community Learning Centers (CLCs) to encode and enroll qualified ALS learners for School Year 2026–2027.
 - b. Reopening of End of School Year (EOSY) Updating and Finalization for School Year 2025–2026
 - **Schedule: July 27, 2026, to August 15, 2026**This facility is intended for ALS Community Learning Centers (CLCs) that have not yet completed the updating and finalization of their learners for School Year 2025–2026.
3. All ALS Division Coordinator and ALS Community Learning Center Coordinators shall:
 - a. Complete the EOSY updating and finalization of all ALS learners for School Year 2025–2026 on or before **August 15, 2026**;
 - b. Ensure the accuracy, completeness, and consistency of all learner information encoded in the LIS;
 - c. Accomplish the BOSY encoding of all officially enrolled ALS learners for School Year 2026–2027 within the prescribed schedule;
 - d. Validate learner records before finalization to prevent duplicate registrations and incorrect learner information; and

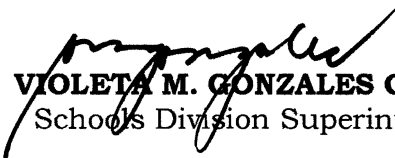


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- e. Coordinate with the Division LIS Coordinator for any technical concerns encountered during the encoding, updating, or finalization process.
4. The **Public Schools District Supervisors** (PSDS) shall monitor the compliance of all Alternative Learning System (ALS) Community Learning Centers (CLCs) within their respective districts with the prescribed schedules for the End of School Year (EOSY) updating and finalization for School Year 2025–2026 and the Beginning of School Year (BOSY) encoding for School Year 2026–2027. The **ALS Division Coordinator** shall provide technical assistance and closely monitor the progress of encoding, updating, and finalization to ensure accuracy, completeness, and timely submission of learner data in the Learner Information System (LIS). The **Division LIS Coordinator** shall provide overall technical support, monitor the Division-wide status of compliance, and coordinate with the Education Management Information System (EMIS) Division on technical concerns requiring further assistance.
5. For inquiries, technical clarifications, or system-related concerns, school personnel may contact the Planning and Research Section via email at **planning.sdomuntinlupa@deped.gov.ph**.
6. 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:

ALTERNATIVE LEARNING SYSTEM
LEARNER INFORMATION SYSTEM

JDN/DM/Encoding, Updating, and Finalization of ALS Learners in the Learner Information System (LIS)

305 /July 28, 2026

UN-2026-305



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Encoding, Updating, and Finalization of ALS Learners in the LIS

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Tue, Jul 28, 2026 at 2:11 PM

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Dear **Sirs/Mesdames:**

Good day.

In line with our previous email regarding the signed memorandum for the Learner Information System (LIS) BOSY Encoding for SY 2026-2027, and in consideration of ALS CLCs that have not finalized their learners for SY 2025-2026, please be informed that the following LIS-ALS facilities are now available in the system:

- Opening of the BOSY encoding for SY 2026-2027 **from 27 July 2026 until 30 September 2026**
- Reopening of the EOSY updating and finalization for SY 2025-2026 **from 27 July 2026 to 15 August 2026**

Thank you very much!

Respectfully,

Education Management Information System Division

Policy and Planning Service

Department of Education

Annex, Bonifacio Building, DepEd Complex

Meralco Avenue, Pasig City

Office No: (02) 8638 2251, (02) 8635 3958, (02) 8635 3986

Telefax: (02) 86376204

Your feedback matters to us!

We would like to request you to participate in answering the **EMISD Client Satisfaction Survey**. Please click this link to access the survey: [PS-EMISD Client Satisfaction Survey](#)