



SEPT. 1105

Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

**ENCODING AND ENROLLMENT OF LEARNERS UNDER THE STRENGTHENED
SENIOR HIGH SCHOOL (SSHS) PROGRAM 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 Advisory issued by the Policy and Planning Service (PPS) dated September 28, 2026, in line with DepEd Order No. 017, s. 2026 titled Strengthened Senior High School Curriculum, all public and private Senior High Schools (SHSs) as well as State and Local Universities and Colleges (SLUCs) are directed to facilitate the encoding and tagging of learners under the Strengthened Senior High School (SSHS) program for SY 2026-2027.

2. The enrollment and curriculum assignment coverage for SY 2026-2027 shall strictly follow these provisions:

- Grade 11 Learners: To be enrolled under the Strengthened Senior High School (SSHS) program.
- Grade 12 Learners (Pilot Schools): To be enrolled under the SSHS program.
- Grade 12 Learners (Non-Pilot / Regular K-12 SHS): To be enrolled under the regular SHS program.

3. Prior to encoding and tagging learners, all concerned personnel are directed to accomplish necessary preliminary updates in the Enhanced Basic Education Information System (EBEIS) and Learner Information System (LIS) on or before October 13, 2026:

- **School Offerings Update:** The Curriculum and Learning Management Division (CLMD) shall coordinate with Regional Planning Officers (RPOs) to update school program offerings (approved tracks, clusters, and electives) in EBEIS to ensure availability when creating LIS classes.
- **Public Schools:** School Heads or designated school system administrators shall create and assign SHS Adviser accounts.
- **Private Schools and SLUCs:** School heads/administrators shall set their respective School Calendars in the LIS prior to class creation.

4. Enrollment of SHS learners and tagging of their appropriate electives in the LIS shall officially open on **September 30, 2026 (Wednesday)** and close on **November 30, 2026 (Friday)**.



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City

84237560, 84237561, 84237562

deped-muntinlupa.com



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

5. For detailed step-by-step procedures and comprehensive operational instructions regarding EBEIS updating, LIS class creation, and elective tagging, school administrators and LIS coordinators may access the User Guide uploaded in the **Support section of the official LIS web page**.

6. **Roles and Responsibilities**

A. Public School SHS Advisers

The SHS Adviser shall be responsible for class-level validation of learner information and shall:

- access the LIS only through the adviser's authorized account;
- encode or assist in encoding learners assigned to the class, as authorized;
- verify the learner's LRN, name, date of birth, sex, grade level, previous school, and other required information;
- ensure that learners are assigned to the correct class;
- ensure that applicable track, cluster, and elective information is consistent with the learner's validated enrollment and the school's authorized offerings;
- immediately report discrepancies to the LIS Coordinator/Registrar;
- coordinate with the School Head and LIS Coordinator/Registrar regarding learners with enrollment concerns;
- participate in the validation and reconciliation of class enrollment data; and
- maintain strict confidentiality of learner information and shall not share LIS account credentials with other personnel.

B. LIS Coordinators/Registrars

The LIS Coordinator/Registrar shall be primarily responsible for the operational processing, encoding, checking, and monitoring of learner enrollment transactions in the LIS and shall:

- ensure that authorized LIS users have appropriate access to the system;
- check that the school's approved SHS offerings are properly reflected in the LIS before class creation and learner enrollment;
- encode and verify learner enrollment information based on official school records and supporting documents;
- ensure that learners are enrolled under the correct grade level and applicable SHS curriculum;
- coordinate with SHS Advisers in validating learner information and class assignments;
- ensure the proper tagging of applicable tracks, clusters, electives, and other required SHS information;
- regularly monitor pending, incomplete, rejected, or problematic LIS transactions;
- reconcile LIS enrollment data with the school's validated masterlist and official records;



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

- coordinate discrepancies with the concerned School Head and SHS Adviser;
- report unresolved technical concerns through the prescribed Division reporting mechanism; and
- maintain the confidentiality and security of learner information and LIS credentials.

C. School Heads

The School Heads shall exercise overall supervision and accountability for the implementation at the school level and shall:

- ensure compliance with the prescribed SHS enrollment period and applicable DepEd policies and LIS instructions;
- ensure that Grade 11 learners are properly enrolled under the SSSH Curriculum and that Grade 12 learners are enrolled under the appropriate curriculum applicable to the school;
- ensure that the school's authorized tracks, clusters, and elective offerings are properly reflected in the EBEIS and LIS;
- ensure the creation and proper assignment of SHS Adviser accounts in public schools;
- designate authorized personnel to perform LIS-related functions;
- ensure that LIS Coordinators/Registrars and SHS Advisers are properly oriented on their respective responsibilities;
- establish a school-level mechanism for monitoring enrollment accomplishment and resolving discrepancies;
- validate the school's enrollment data and reports before submission to the Division Office; and
- ensure confidentiality and proper handling of learner information and LIS account credentials.

D. Private School Focal Persons

The Private School Focal Person/s shall coordinate and monitor SHS enrollment implementation among private schools and shall:

- disseminate Division instructions and LIS advisories to concerned private schools;
- monitor compliance with the prescribed SHS enrollment period;
- ensure that private schools are informed of the requirements on school calendar setup, class creation, approved program offerings, enrollment, and learner tagging;
- monitor the consistency of school offerings reflected in the EBEIS and LIS;
- coordinate with private schools regarding enrollment discrepancies and unresolved LIS concerns;
- consolidate and submit required private school enrollment monitoring reports; and
- coordinate unresolved technical concerns with the Division LIS Coordinator.



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

E. Public Schools District Supervisors (PSDSs)

The PSDSs shall provide district-level supervision, monitoring, and technical assistance and shall:

- disseminate the Division Memorandum and related LIS instructions to concerned School Heads;
- monitor the enrollment accomplishment of schools within the district;
- identify schools with delayed, incomplete, or inconsistent enrollment data;
- coordinate with School Heads in addressing enrollment and LIS concerns;
- provide appropriate technical and supervisory assistance within their authority;
- coordinate unresolved concerns with the Division LIS Coordinator and other concerned Division personnel; and
- monitor the implementation of corrective actions required of schools.

F. Division LIS Coordinator

The Division LIS Coordinator shall provide Division-level technical coordination and monitoring and shall:

- disseminate official LIS instructions and advisories to schools;
- provide technical guidance on the use of the SHS Enrollment Facility, within the functions and authorities available at the Division level;
- monitor the overall SHS enrollment status of public and private schools;
- generate and/or consolidate Division-level enrollment monitoring reports as required;
- identify schools with incomplete enrollment, data discrepancies, incorrect tagging, or unresolved LIS transactions;
- coordinate with PSDS, School Heads, Private School Focal Person/s, and LIS Coordinators/Registrars in addressing identified concerns;
- document and monitor reported LIS issues and actions taken;
- elevate system or policy concerns that cannot be resolved at the Division level to the appropriate Regional or Central Office support channel; and
- provide periodic updates to the Division Office authorities concerned on the status of SHS enrollment.

7. All concerned personnel shall observe the following data validation process:

Adviser Level → LIS Coordinator/Registrar Level → School Head Level → District/Division Monitoring Level

Any discrepancy identified at one level shall be addressed and resolved before the data are considered final for reporting purposes.

8. Schools shall ensure that only authorized and validated SHS program offerings are created and encoded in the LIS. No school personnel shall create or tag



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

a track, cluster, elective, or other program offering that is not reflected in the school's approved or validated offerings.

9. The K to 10 Beginning of School Year 2026–2027 encoding period is extended, while the K to 12 enrollment data shall be generated on **30 November 2026**. Accordingly, all personnel concerned should ensure that SHS enrollment transactions are completed and properly validated within the prescribed period.

10. All personnel are reminded to observe appropriate data privacy and information security practices. LIS usernames and passwords shall not be shared, and learner information shall only be accessed, processed, transmitted, or disclosed for legitimate official purposes and through authorized channels.

11. Concerns that cannot be resolved at the school level shall be elevated through the following coordination channels:

School concerns: School Head / LIS Coordinator/Registrar

Public school district concerns: Concerned PSDS

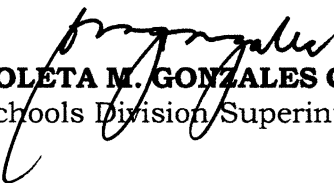
Private school concerns: Private School Focal Person/s

Division LIS concerns: Division LIS Coordinator

Regional/Central Office concerns: Through the appropriate official LIS support mechanism

12. For inquiries and clarifications, you may contact the SGOD - Planning and Research Section through email at **planning.sdomuntinlupa@deped.gov.ph**.

13. Immediate and wide dissemination of and strict compliance with this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Enclosure: none

References: as stated

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

ENROLLMENT
LEARNER INFORMATION SYSTEM
STRENGTHENED SENIOR HIGH SCHOOL

JDN/DM/Encoding and Enrollment of Learners under the Strengthened Senior High School (SSHS) Program for
School Year 2026–2027

413 /September 30, 2026



Republic of the Philippines
Department of Education
POLICY AND PLANNING SERVICE

SDO - MUNTINLUPA CITY
RECORDS UNIT

RECEIVED
9-30-26

BY: EVELYN N. BINGAL
September 28, 2026
TIME: 10:15am

Office of the Director

ADVISORY

1. Pursuant to **DepEd Order No. 017, s. 2026**, titled *Strengthened Senior High School Curriculum*, Grade 11 learners shall be enrolled under the Strengthened Senior High School (SSHS) program, including Grade 12 learners under the SSHS pilot schools. Meanwhile, those Grade 12 learners in the K-12 SHS curriculum shall be enrolled under the regular SHS program.
2. Before enrollment and tagging, the concerned personnel shall facilitate the necessary updating in the Enhanced Basic Education Information System (EBEIS) and Learner Information System (LIS) **on or before 13 October 2026**:
 - a. The **Curriculum and Learning Management Division (CLMD)** shall provide the list of schools with their approved tracks, clusters, and elective offerings to the **Regional Planning Officers (RPOs)**.
 - b. The **RPOs** shall then update the school program offerings in the EBEIS consistent with the list provided by the CLMD to ensure its availability in the LIS when creating classes and tagging electives.
 - c. All **School Heads or designated school system administrators of Public schools** offering SHS shall create and assign SHS Adviser accounts.
 - d. **Private schools and State and Local Universities and Colleges (SLUCs)** and shall set their School Calendar in the LIS, prior to creation of classes.
3. All **schools** shall ensure the enrollment of their SHS learners and properly tag their appropriate electives in the LIS **starting 30 September 2026 (Wednesday) until 30 November 2026 (Friday)**.
4. For the comprehensive instructions and detailed procedures in updating school offerings in the EBEIS and enrollment in the LIS including elective tagging, User Guide will be posted in the Support section of the LIS web page as reference.
5. For inquiries related to school offerings and other matters concerning the Strengthened SHS Program, please coordinate with the Technical Working Group for the Strengthened SHS Program through email at strengthenedshs@deped.gov.ph.

6. For clarifications regarding the LIS and EBEIS, please contact the Policy and Planning Service-Education Management Information Systems Division (PPS-EMISD) and the Information and Communications Technology Service-User Support Division (ICTS-USD) through the email addresses ps.emisd@deped.gov.ph and icts.usd@deped.gov.ph.

Maria Clarisse T. Ligunas-Roque
MARIA CLARISSE T. LIGUNAS-ROQUE
Director IV
Policy and Planning Service