



009-0217

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 12 2026

MEMORANDUM

**GUIDELINES ON THE SENIOR HIGH SCHOOL (SHS) ELECTIVE TAGGING
AND ENROLLMENT 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. In view of the recently opened facility for the enrollment of Senior High School (SHS) learners for School Year 2026-2027, and pursuant to the clarification issued by the Policy and Planning Service – Education Management Information System Division (PPS-EMISD), all concerned personnel are informed of the procedures and timelines for the updating of SHS program offerings, elective tagging, and enrollment in the Learner Information System (LIS).
2. The Curriculum and Learning Management Division (CLMD) of the Regional Office shall request from the Quality Assurance Division (QAD) the official list of schools with approved SHS program offerings. Upon receipt, the CLMD shall validate the list and provide the official list to the Regional Planning Officers (RPOs).
3. The RPOs shall update the school program offerings in the Enhanced Basic Education Information System (eBEIS) consistent with the validated list provided by the CLMD. This is necessary to ensure that the approved SHS program offerings and corresponding electives are available in the LIS for class creation and learner enrollment.
4. In consideration of the SHS Voucher Program billing with the Private Education Assistance Committee (PEAC), priority shall be given to private schools within their respective jurisdictions in the updating and validation of approved SHS program offerings.
5. All concerned schools are reminded that no SHS learner shall be enrolled in the LIS unless the school's approved SHS program offerings have been properly updated and made available in the system. School Heads and LIS Coordinators/Registrars shall ensure that the program offering and corresponding elective tagging are accurate prior to proceeding with learner enrollment.
6. The Regional Planning Officers concerned shall complete the updating of SHS program offerings on or before 13 October 2026 (Tuesday). Upon completion of the updating, the RPOs shall inform the concerned schools through the Division Planning Officers (DPOs) so that schools may proceed with the enrollment of SHS learners.

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UN-2026-425



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

A-10412

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Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

7. The following important dates shall be strictly observed:

Activity	Schedule
Updating of SHS Program Offerings	Until 13 October 2026 (Tuesday)
Enrollment of SHS Learners in the LIS	Until 30 November 2026 (Monday)

8. All School Heads and LIS Coordinators/Registrars are enabled to ensure that the following are properly verified before enrollment:

- the school has an approved SHS program offering;
- the approved program offering is reflected in the eBEIS/LIS;
- the appropriate SHS class is created;
- the correct elective is available and properly tagged; and
- learner enrollment information is accurate and consistent with the approved SHS program offering.

9. The **User Guide for SHS Elective Tagging and Enrollment for SY 2026–2027**, attached as **Enclosure 1**, shall serve as the reference of schools and concerned personnel in undertaking the necessary LIS transactions.

10. All School Heads, LIS Coordinators/Registrars, and other concerned personnel are enjoined to strictly observe the prescribed procedures and timelines to ensure the accurate and timely enrollment of SHS learners for SY 2026–2027.

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

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


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:

ENROLLMENT
LEARNER INFORMATION SYSTEM
STRENGTHENED SENIOR HIGH SCHOOL
USER GUIDE

JDN/DM/Guidelines on the Senior High School (SHS) Elective Tagging and Enrollment for School Year 2026–2027
425 /October 7, 2026



JOSEPH NILO <joseph.nilo@deped.gov.ph>

Fwd: [CLARIFICATION] Re: [ADVISORY] Encoding of Learners under SHS SY 2026-2027

1 message

PPRD NCR <pprd.ncr@deped.gov.ph>
To: JOSEPH NILO <joseph.nilo@deped.gov.ph>

Wed, Oct 7, 2026 at 10:04 AM

For your information.

Policy Planning & Research Division
National Capital Region
Misamis St., Bago Bantay, Quezon City
Room 205

HI, WE WANT TO HEAR YOUR FEEDBACK ON OUR SERVICES.

Visit this link: <https://bit.ly/DEPEDNCR-CSM>

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----- Forwarded message -----

From: **PS - Education Management Information System Division** <ps.emisd@deped.gov.ph>

Date: Tue, Oct 6, 2026 at 3:54 PM

Subject: [CLARIFICATION] Re: [ADVISORY] Encoding of Learners under SHS SY 2026-2027

To: Adrian Bullo <adrian.bullo@deped.gov.ph>, Jona Malonzo <jona.marfil@deped.gov.ph>, Jayson Ealdama <jayson.ealdama@deped.gov.ph>, Ma. Reina Janine Santos <mareinajanine.santos@deped.gov.ph>, Mercy Castillo <mercy.castillo1@deped.gov.ph>, JANINE GALINDO <janine.galindo@deped.gov.ph>, Ada Dayondon <ada.dayondon001@deped.gov.ph>, Marlyn Doronila <marlyn.doronila@deped.gov.ph>, Emmanuel Alpha Sicam <emmanuelalpha.sicam@deped.gov.ph>, Dela Cerna Shella Lu <shellalu.delacerna@deped.gov.ph>, Lovely Ramos <lovelyz.ramos@deped.gov.ph>, Janet Ambucay <janet.ambucay@deped.gov.ph>, Reena Antolin <reena.antolin@deped.gov.ph>, ALAN PORNEL <alan.pornel001@deped.gov.ph>, Nerissa Lauan <nerissa.lauan@deped.gov.ph>, Michelle Ozoa <michelle.ozoa@deped.gov.ph>, Karla Antonio <karla.panasa@deped.gov.ph>, Chastity Eillen Tungcul <chastityeillen.tungcul@deped.gov.ph>, Joseph Indicio <joseph.indicio@deped.gov.ph>, Melandro Payang <melandro.payang@deped.gov.ph>, CAR PPRD <car.pprd@deped.gov.ph>, Rodolfo Bayeta Jr <rodolfo.bayeta@deped.gov.ph>, DANDEE JONATHAN MONTON <dandee.monton@deped.gov.ph>, Stephanie Alyssa Montemayor <stephaniealyssa.montemayor@deped.gov.ph>, Angelo Diaz <angelo.diaz@deped.gov.ph>, Maryjean Susaya <maryjean.susaya@deped.gov.ph>, Cecilia Rosido <cecilia.rosido@deped.gov.ph>, Francis Deogracias Ventura <francisdeogracias.ventura@deped.gov.ph>, Matrose Galarion <matrose.galarion@deped.gov.ph>, Elinoy Garcia <elino.garcia@deped.gov.ph>, Gloria Cruz <gloria.cruz001@deped.gov.ph>, Roy Banas <roy.banas@deped.gov.ph>, PPRD REGION VI <region6.pprd@deped.gov.ph>, Helen Sabino <helen.sabino001@deped.gov.ph>, Rita Dimakiling <rita.dimakiling@deped.gov.ph>, Allan Mansaladez <allan.mansaladez@deped.gov.ph>, Cherry Anne Into <cherry.into@deped.gov.ph>, DEPED XI DAVAO REGION <region11@deped.gov.ph>, PPRD ROXI <pprd.region11@deped.gov.ph>, Violeta Nuñez <violeta.nunez@deped.gov.ph>, PPRD NCR <pprd.ncr@deped.gov.ph>, Serafin Fariñas <serafin.farinas@deped.gov.ph>, Leo Dedoroy <leo.dedoroy@deped.gov.ph>, ROSE MELODY FLORES <rosemelody.flores@deped.gov.ph>, Alhadzmar Lantaka <alhadzmar.lantaka@deped.gov.ph>, Glenn Bisnar <glenn.bisnar@deped.gov.ph>, Jourdan Pangilan <jourdan.pangilan@deped.gov.ph>

Cc: Strengthened SHS Program <strengthenedshs@deped.gov.ph>, Planning Service Office of the Director <ps.od@deped.gov.ph>, PRIVATE EDUCATION <private.education@deped.gov.ph>, ICTS - Solutions Development Division <icts.sdd@deped.gov.ph>, ICTS - User Support Division <icts.usd@deped.gov.ph>, Mercy Trio <mercy.trio@deped.gov.ph>, AIVAN KHARLO SUENO <aivan.sueno@deped.gov.ph>, Deogracias Genito <deogracias.genito@deped.gov.ph>, Salome Genito <salome.genito@deped.gov.ph>, Josephine Martinez <josephine.martinez@deped.gov.ph>, Marion Gapultos <marion.gapultos@deped.gov.ph>, Julius Briones <julius.briones@deped.gov.ph>, Ched Allen Martinez <ched.martinez@deped.gov.ph>, Ma. Concepcion Avena <ma.avena001@deped.gov.ph>, Virginia Castillo <virginia.castillo004@deped.gov.ph>, Patricia Aquino <patriciaanne.aquino@deped.gov.ph>, Cris Jejo mar Almerol <cris.almerol@deped.gov.ph>, Alexandra Maris Saluna

<alexandra.saluna@deped.gov.ph>, Christian Amper <christian.amper@deped.gov.ph>, Jericho Gatbonton <jericho.gatbonton@deped.gov.ph>, John Rafael Otanez <john.otanez@deped.gov.ph>

Dear **Sirs/Mesdames**:

Good day.

In light of the recently opened facility for the enrollment of Senior High School (SHS) learners for BOSY 2026-2027, the Policy and Planning Service - Education Management Information System Division (PPS-EMISD), in coordination with the Strengthened SHS TWG Secretariat, would like to clarify the following:

1. The **Curriculum and Learning Management Division (CLMD)** of the Regional Office shall request from the **Quality Assurance Division (QAD)** the list of schools with approved program offerings. Upon receipt, the CLMD shall validate and provide the official list to the **Regional Planning Officers (RPOs)**.
2. The **RPOs** shall therefore 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.
3. In consideration of the SHS Voucher Program billing with the Private Education Assistance Committee (PEAC), RPOs **shall prioritize the private schools within their jurisdictions** in the updating of approved SHS offerings.
4. RPOs shall update the school program offerings **on or before 13 October 2026 (Tuesday)**, as indicated in the previously issued Advisory disseminated through email. During this period, unless the program offerings are updated, **no school shall enroll their respective SHS learners in the LIS**.
5. RPOs shall likewise inform the schools **through their Division Planning Officers (DPOs)** once the schools' program offerings are updated for the school to proceed with the enrollment forthwith.
6. RPOs and DPOs shall be reminded of the following dates:
 - a. The updating of SHS program offerings until 13 October 2026 (Friday)
 - b. The enrollment of learners in SHS until 30 November 2026 (Monday)

The detailed process for the enrollment of learners in SHS is included in the attached User Guide, which is also available on the LIS Support page.

Moreover, a channel has been created in Microsoft Teams (MS Teams) to address inquiries and concerns from field offices regarding SHS tagging and enrollment. Kindly access the following link and add the Division Planning Officers (DPOs) within your jurisdiction: <https://tinyurl.com/SSHSIssuesConcernsSY2627>.

Should you have any questions or require further clarification, please do not hesitate to contact us through this email.

Thank you.

Respectfully,

MERCY C. TRIO

Project Development Officer IV
Officer-in-Charge
Education Management Information System Division
Policy and Planning Service
Department of Education - Central Office
Annex PPS, Bonifacio Building, DepEd
DepEd Complex, Meralco Avenue, Pasig City

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[APPROVED] User Guide for SSHS Elective Tagging_ Enrollment_rev04_20261005.pdf
1609K

User Guide for the ENROLLMENT OF LEARNERS IN SENIOR HIGH SCHOOL in the Learner Information System (LIS) for Beginning of School Year (BOSY) 2026–2027

Contents of the User Guide

Region

1. Managing Tracks, Clusters, and Electives under the Strengthened SHS Curriculum

School

1. Creating SSHS Class
2. Creating and Assigning Class Adviser
3. Tagging of Elective Subjects
4. Tagging of Cross-Track Elective Subjects
5. Removal of Elective Subjects

Important Reminders

❖ For Regional Offices

- a. SSHS Offerings (tracks, clusters, and electives) are managed through the Enhanced Basic Education Information System (EBEIS).
- b. The Curriculum and Learning Management Division (CLMD) of the Regional Office shall request from the Quality Assurance Division (QAD) the list of schools with



approved program offerings. Upon receipt, the CLMD shall validate and provide the official list to the Regional Planning Officers (RPOs).

- c. The RPOs shall then update the school program offerings in the EBEIS consistent with the list provided to ensure its availability in the LIS when creating classes and tagging electives.

❖ For Schools

- Only **SSHS offerings that are approved and assigned by the Regional Office** shall be available in the school's LIS. Thus, in cases of mistakenly assigned or unassigned offerings, schools must request the Schools Division Office through the Division Planning Officer (DPO) for updating of their SSHS offerings. The DPO shall then endorse the request to the Regional Office through the RPO for the updating.
- Schools shall ensure that all SSHS offerings are correct and updated in the school's LIS prior to enrollment. Hence, they shall enroll their learners within their respective classes vis-à-vis their approved offerings.
- **All School Heads or designated School System Administrators of public schools offering SHS shall create and assign SHS Adviser accounts.**
- **Private schools and State and Local Universities and Colleges (SLUCs)** offering SHS shall set their School Calendar in the LIS, prior to creation of classes.
- Tagging of electives shall be done according to the following schedule:
 - Term 1 electives during Beginning of School Year (BOSY)
 - Terms 2 and 3 electives during End of School Year (EOSY)

REGION

PART I: Managing Tracks, Clusters, and Electives under the Strengthened SHS Curriculum

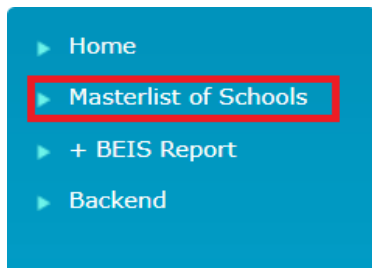
Adding or Updating Tracks and Electives to the School's SSHS Offerings
(For Regional System Administrators)

Steps:

1. Access the EBEIS Portal at <https://ebeis.deped.gov.ph> and log in using your **Regional System Administrator** account.

Please sign in

2. Click **Masterlist of Schools**.



3. Enter the School ID or the School name. Then, click **Submit**.

Filter

School ID School Name

General Curricular Offerings School General Classification Curricular Classification (COC) School Type

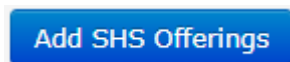
All Regions All Divisions All Districts

☒ Operational Only

4. From the search results, click **View SHS Offerings** under the COC of the selected school.

No.	School ID	School Name	Head / Position	Address	School Type	COC
1					Mother school	Grade 7-10 & Grade 11-12 VIEW SHS OFFERINGS

5. Click **Add SHS Offerings**.



6. Add the tracks, clusters, and electives offered by the school.

Program Offering

No.	SHS TRACKS	SHS Strands / TVL Specialization	
1	Academic Track	Accountancy, Business, and Management	✕ Remove
2	Academic Track	Humanities and Social Sciences	✕ Remove
3	Academic Track	Science, Technology, Engineering, and Mathematics	✕ Remove
4	Technical-Vocational-Livelihood Track	Bread and Pastry Production (NC II),Commercial Cooking (NC III),Food and Beverage Services (NC II)	✕ Remove
5	Technical-Vocational-Livelihood Track	Events Management Services (NC III),Food and Beverage Services (NC II),Housekeeping (NC II)	✕ Remove
6	Technical-Vocational-Livelihood Track	Events Management Services (NC III),Housekeeping (NC II),Local Guiding Services (NC II)	✕ Remove

Strengthened Senior High School Curriculum

ADD TRACK FOR STRENGTHENED SHS

Academic Track

- ☒ Arts, Social Sciences, and Humanities
- ☐ Business and Entrepreneurship
- ☐ Science, Technology, Engineering, and Mathematics
- ☐ Sports, Health, and Wellness
- ☐ Field Experience

Technical Professional Track

Select TechPro Cluster

Aesthetic, Wellness, and Hum...

TechPro Electives

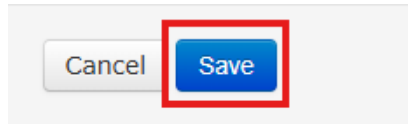
[✕ Barbering Services \(NC II\)](#)

Notes:

- Electives for the Academic Track are automatically embedded within the selected cluster.***
- Electives for the Technical-Professional (TechPro) Track must be selected from the appropriate TechPro cluster.***

- ***System tagging for the Field Experience cluster applies to all offering schools, reflecting its mapping across all tracks and strands in the regular K-12 SHS curriculum.***

7. Click **Save**.



- A confirmation message will appear, indicating that the SSHS Offerings have been successfully updated and the added track will display under the program offering.

Update successful.

Program Offering

No.	SHS TRACKS	SHS Strands / TVL Specialization	
1	Academic Track	Accountancy, Business, and Management	✕ Remove
2	Academic Track	Humanities and Social Sciences	✕ Remove
3	Academic Track	Science, Technology, Engineering, and Mathematics	✕ Remove
4	Technical-Vocational-Livelihood Track	Bread and Pastry Production (NC II),Commercial Cooking (NC III),Food and Beverage Services (NC II)	✕ Remove
5	Technical-Vocational-Livelihood Track	Events Management Services (NC III),Food and Beverage Services (NC II),Housekeeping (NC II)	✕ Remove
6	Technical-Vocational-Livelihood Track	Events Management Services (NC III),Housekeeping (NC II),Local Guiding Services (NC II)	✕ Remove
7	(Strengthened SHS) Academic Track	Arts, Social Sciences, and Humanities	✕ Remove
8	(Strengthened SHS) Technical-Professional (TechPro) Track	Aesthetic, Wellness, and Human CareBarbering Services (NC II)	✕ Remove

Strengthened Senior High School Curriculum

ADD TRACK FOR STRENGTHENED SHS		
Academic Track	☐ Business and Entrepreneurship ☐ Science, Technology, Engineering, and Mathematics ☐ Sports, Health, and Wellness ☐ Field Experience	
Technical Professional Track	Select TechPro Cluster --- Select TechPro Cluster --- ▼	TechPro Electives

SCHOOLS

Part I: Creating SSHS Class

(For School Heads/School System Administrators)

1. Access the LIS Portal at <https://lis.deped.gov.ph> and log in using **School Head** or **School System Administrator** account.

Please sign in

Sign in

2. Click **Learner Information System**.

DepEd Apps

Manage Apps

Learner Information System

Enhanced Basic Education Information System

Basic Education Information System

Bayanihan 2 Basic Education System

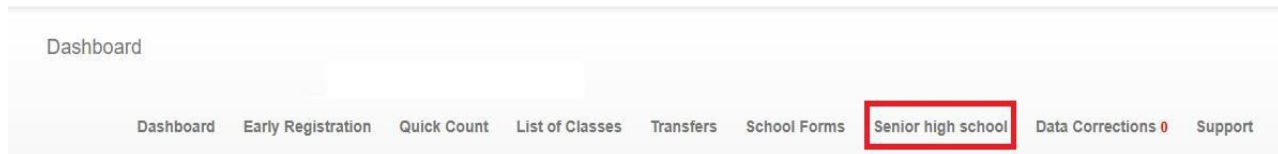
National School Building Inventory System

National Achievement Test Integration System

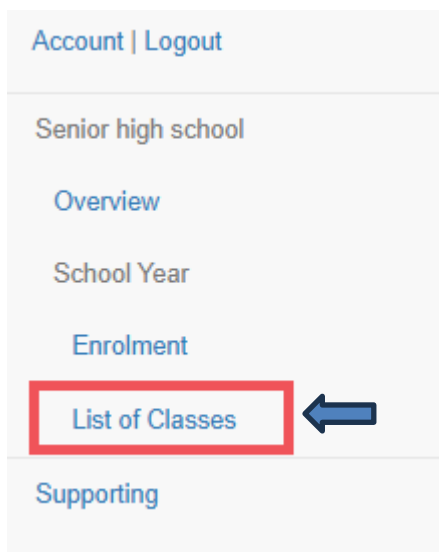
WASH in Schools Online Monitoring System

DCP Portal

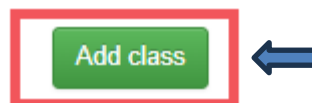
3. From the dashboard, select the **Senior high school** tab.



4. Under the Enrollment menu, select **List of Classes**, then click **Add class**.



Class list is empty



5. Select the following:

- Grade Level
- Track
- Offering

Then, fill in the **Section Name**. Click **Add Class** to create the class.

Senior high school

Add class

Grade level

-- select --

Track

-- Select Strengthened Track --

Offering

-- Select grade level first --

Section Name

☐ ALS-SHS

Adviser

Set Adviser

No adviser

Add Class

Back to list

Sample:

Add class

Grade level

Grade 11

Track

-- Select Strengthened Track --

-- Select Strengthened Track --

Strengthened Academic Track

Strengthened Tech-Pro Track

Offering

-- Select an Offering --

-- Select an Offering --

(Strengthened SHS) Academic Track - Arts, Social Sciences, and Humanities

(Strengthened SHS) Academic Track - Business and Entrepreneurship

(Strengthened SHS) Academic Track - Science, Technology, Engineering, and Mathematics

(Strengthened SHS) Academic Track - Sports, Health, and Wellness

Section Name

☐ ALS-SHS

Add Class

Back to list

6. A confirmation message will appear, indicating that the class has been successfully created.

Class created.

Senior high school class list

SY 2026 - 2027 class list

School Form ▾

Add class

5 unfinalized classes remaining.
Remove 6 empty classes.

#	Track	Grade level	Section name	Enrolment			
				M	F	T	
1	(Strengthened SHS) Academic Track Arts, Social Sciences, and Humanities	11	GRADE 11 -SSHS ASSH 👤	0	0	0	Enrol Enrolment Edit Remove School Form ▾

Senior High School Enrollment

- **Private Schools:** The **School System Administrator** shall be responsible for the enrollment of learners in the Learner Information System (LIS).
- **Public Schools:** The **assigned Class Adviser** shall be responsible for the enrollment of learners in the Learner Information System (LIS).

Enrollment Procedure

1. To enroll a learner, click the Enroll button within the appropriate class.

#	Track	Grade level	Section name	Enrollment			
				M	F	T	
1	(Strengthened SHS) Academic Track Arts, Social Sciences, and Humanities	11	GRADE 11 -SSHS ASSH 👤	0	0	0	Enroll Enrollment Edit Remove School Form ▼

2. **Step 1: Search Learner.**

- Search either by LRN or by Name.
- If the learner has an existing Learner Reference Number (LRN), enter the LRN, and click the Search.
- Otherwise, enter the learner’s details, then click Search by Name.

Step 1: Search learner

Search LRN

LEARNER REFERENCE NO

Search by name

First name

Middle name

☐ No middle name

Last name

Extension name

Birth date

Month
Day
Year

Gender
-- select --

- If the learner's record is found and matches the information provided, click the **Enroll** button.

Step 1: Search learner

#	LRN	First name	Middle name	Last name	Ext name	Gender	Birthdate	
1	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		FEMALE	XXXXXXXXXX	Enrol

- Step 2: Select the learner's appropriate EOSY 2025 Status, then click **Continue**.

Step 1: Learner [REDACTED]

Step 2: Please choose the appropriate EOSY 2025 status below:

Regular Grade 11
☐ Grade 10, A&E Passer, School Abroad, Balik-Aral, PEPT/PVT Passer

Irregular Grade 11
☐ No 1st sem during G11 with 2nd sem Completion
☐ No 1st sem during G11 with 2nd sem Incomplete (failed subject/s)
☐ No 1st sem during G11 with 2nd sem Dropout
☐ No 2nd sem during G11 with 1st sem Completion
☐ No 2nd sem during G11 with 1st sem Incomplete (failed subject/s)
☐ No 2nd sem during G11 with 1st sem Dropout

Continue

5. Step 3: Enter the learner's correct **Date of First Attendance**, then click **Continue**.

Step 1:

Step 2:

Step 3: Date of First Attendance

Enrol date

Month ▼	Day ▼	2026 ▼
---------	-------	--------

The date of learner's first day of attendance in class or learning session.

Continue

6. Select the appropriate **Enrollment Eligibility**, then click Continue.

Step 1:

Step 2:

Step 3: Date of First Attendance 08/08/2026

Select enrolment eligibility.

☐ Grade 10 from Local Accredited or Recognized School
☐ Balik-Aral from Local Accredited or Recognized School
☐ PEPT Passer from Local Accredited or Recognized School
☐ A&E Secondary Passer
☐ A&E Secondary with pending release of A&E result
☐ From Foreign School Abroad
☐ PEPT/PVT Passer from not accredited local school
☐ Grade 10 Balik-Aral from Philippine School Abroad
☐ Grade 10 SY 2025 - 2026 from Philippine School Abroad
☐ PEPT Passer from Philippine School Abroad
☐ From International School based in the Philippines
☐ Presentation Portfolio Assessment Passer - Junior High School Level

Continue

7. Complete all applicable fields on the enrollment page. After verifying that all information is correct, click the **Enroll** button at the bottom of the page.

Senior high school enrolment

Grade 11 - GRADE 11 - SSHS ASSH
Arts, Social Sciences, and Humanities

Step 1
Step 2
Step 3: Date of First Attendance 05/05/2026
Step 4: Complete enrolment (Grade 10 from Local Accredited or Recognized School)

Learner: 136595070165

Last name	First name	Middle name	Birthdate	Gender

Enrolment

Date of First Attendance: 2026-05-08

Class: Regular Grade 11 - GRADE 11 - SSHS ASSH
Program: Arts, Social Sciences, and Humanities

Last School Attended: [dropdown]

Guardian

Last name: [text]
First name: [text]
Middle name: [text]
☐ No middle name
Extension name: [text]
Relationship: [dropdown: Parent]

Mother's maiden name

Last name: [text]
First name: [text]
Middle name: [text]
☐ No middle name
Extension name: [text]
☐ Reason for not specifying mother's maiden name
☐ No mother ☐ Not disclosed

Father

Last name: [text]
First name: [text]
Middle name: [text]
☐ No middle name
Extension name: [text]

Indigenous Peoples

Is this learner a member of Indigenous Cultural Communities/Indigenous Peoples?
☐ Yes ☒ No

Select Ethnicity

--select--
--select--

Current Residence

Province: [dropdown: Region IV-A - CAVITE]
City/Municipality: [dropdown: RMUS]
Zip Code: [dropdown: 4103]
Barangay: [dropdown: [text]]

Permanent Residence

☒ Same as current address
Province: [dropdown: Region IV-A - CAVITE]
City/Municipality: [dropdown: [text]]
Zip Code: [dropdown: [text]]
Barangay: [dropdown: [text]]

Religion: [dropdown: Christianity]

Email Address: [text: example@email.com]

Country of Citizenship: [dropdown: Philippines]

Conditional Cash Transfer (CCT)

☐ Is this learner CCT recipient?

Special Educational Needs

Does this learner have Educational Needs?
☐ Yes ☒ No

Classification/Type of Learner Special Educational Needs (L SEN)
-- Select --

Vaccination

Is the learner vaccinated against COVID-19?
☐ Yes ☒ No

Actual Modality: [dropdown: Online]

Enroll

Creating SHS Class for Grade 12 Learners in the K-12 SHS Curriculum (Regular SHS Program)

1. Select the following:

- Grade Level
- Offering

Then, fill in the **Section Name**. Click **Add Class** to create the class.

Note: Leave the Track section blank.

Add class

Grade level

Grade 12

Track

-- Select Strengthened Track --

Offering

-- Select an Offering --

Please select an offering.

Section Name

This value should not be blank.

☐ ALS-SHS

Adviser

No adviser

Set Adviser

Add Class

Back to list

Sample:

Add class

Grade level

Grade 12

Track

-- Select Strengthened Track --

Offering

-- Select an Offering --

-- Select an Offering --

(Strengthened SHS) Academic Track - Arts, Social Sciences, and Humanities

(Strengthened SHS) Academic Track - Business and Entrepreneurship

(Strengthened SHS) Academic Track - Science, Technology, Engineering, and Mathematics

(Strengthened SHS) Academic Track - Sports, Health, and Wellness

(Strengthened SHS) Technical-Professional (TechPro) Track - Organic Agriculture Production (NC II) Food Processing (NC II) Aquaculture (NC II) Agricultural Crops Production (NC II)

Academic Track - General Academic Strand

Technical-Vocational-Livelihood Track - Contact Center Services (NC II)

Technical-Vocational-Livelihood Track - Food and Beverage Services (NC II) Cookery (NC II) Bread and Pastry Production (NC II)

Technical-Vocational-Livelihood Track - Front Office Services (NC II)

Technical-Vocational-Livelihood Track - Housekeeping (NC II)

Technical-Vocational-Livelihood Track - Wellness Massage (NC II) Hairdressing (NC II) Beauty/ Nail Care (NC II)

A confirmation message will appear, indicating that the class has been successfully created.

Class created.

Senior high school class list

SY 2026 - 2027 class list							
School Form ▾		Add class					
#	Track	Grade level	Section name	Enrolment			
				M	F	T	
1	(Strengthened SHS) Academic Track Arts, Social Sciences, and Humanities	12	GRADE 12 ACAD STRENGTHEN 👤	0	0	0	Enrol Enrolment Edit Remove School Form ▾
2	Technical-Vocational-Livelihood Track Computer System Servicing (NC II)	12	GRADE 12-TVL 👤	0	0	0	Enrol Enrolment Edit Remove School Form ▾

Creating SHS Class for ALS Learners

1. Access the EBEIS Portal <https://ebeis.deped.gov.ph> using the School Head or School System Administrator account.

Please sign in

Sign in

2. Select **Edit School Profile**.

- ▶ Home
- ▶ **Edit School Profile**
- ▶ BEIS Data Entry
- ▶ School Building Inventory
- ▶ Status of Request to revert BEIS Report status
- ▶ Download School Forms
- ▶ + Instructional Video for the Revised School Forms

3. Under **SHS Other Information**, select **Yes** for schools still offering the regular SHS curriculum. Click Save.

SHS Other Information

Is the school offering SHS for ALS curriculum?

☒ Yes ☐ No

Save

4. Return to **Class Creation** in LIS. The following notification will appear.

 As per EBEIS records, The school is offering old SHS curriculum.

5. Select the following:

- Grade Level
- Offering

Then, fill in the **Section Name** and tick the box for **ALS-SHS**. Click **Add Class** to create the class.

Note: Leave the Track section blank.

Add class

Grade level

Grade 11

Track

-- Select Strengthened Track --

Offering

Technical-Vocational-Livelihood Track - Computer Hardware Servicing (NC II) Animation (NC II)

Section Name

Grade 11 TVL-ALS

This value should not be blank.

☒ ALS-SHS

Adviser

No adviser

Set Adviser

Add Class

Back to list

6. A confirmation message will appear, indicating that the class has been successfully created.

Class created.

Senior high school class list

SY 2026 - 2027 class list

School Form ▾Add class

#	Track	Grade level	Section name	Enrolment				
				M	F	T		
1	(Strengthened SHS) Academic Track Arts, Social Sciences, and Humanities	12	GRADE 12 ACAD STRENGTHEN ⓘ	0	0	0	Enrol Enrolment Edit Remove	School Form ▾
2	Technical-Vocational-Livelihood Track Computer Hardware Servicing (NC II) Animation (NC II)	11	GRADE 11 TVL-ALS ⓘ ALS-SHS	0	0	0	Enrol Enrolment Edit Remove	School Form ▾
3	Technical-Vocational-Livelihood Track Computer System Servicing (NC II)	12	GRADE 12-TVL ⓘ	0	0	0	Enrol Enrolment Edit Remove	School Form ▾

Setting Calendar for Private Schools and SLUCs

Before the creation of classes, the School Head or the School System Administrator shall set the school calendar first.

1. Select **School Calendar**.



- Click **Update** to enable the **School Calendar type**. After this, update the details by selecting the school calendar type and indicating the start date and the end date of classes. Click **Update** again to reflect the changes.

School Calendar for SY 2026 - 2027

Please select the school calendar type.

☒ Three-term Calendar
☐ Semester Calendar

Please set start and end date of classes.

	Start date of classes	End date of classes
School Year	Jun ▼ 8 ▼ 2026 ▼	Apr ▼ 30 ▼ 2027 ▼

Cancel

Update

- Once the calendar has been set a confirmation message will appear.

Settings updated.

School Calendar for SY 2026 - 2027

Please select the school calendar type.

☒ Three-term Calendar
☐ Semester Calendar

Please set start and end date of classes.

	Start date of classes	End date of classes
School Year	Jun 8, 2026	Apr 30, 2027

Update

PART II: Creating and Assigning Class Adviser

(for Public Schools only)

Creating New Adviser Accounts

- 1. During or after creating a class, click **Set Adviser**.

Senior high school class list

SY 2026 - 2027 class list

School Form -

Class list is empty

Add class

Senior high school

Add class

Grade level

-- select --

Track

-- Select Strengthened Track --

Offering

-- Select grade level first --

Section Name

☐ ALS-SHS

Adviser

Set Adviser

Add Class

No adviser

Back to list

2. Click **By Name** then fill in the following:

- **First Name**
- **Last Name**

Click **Search** button.

Personnel Lookup 300782 - Agbannawag National High School

Search Record

By Name

Username or TIN

Search

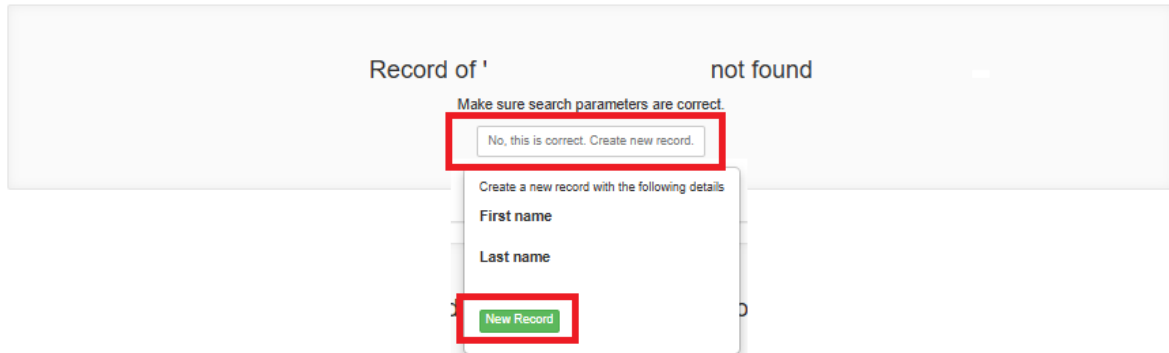
Search Record

First name *

Last name *

Search

3. Record not found? Click the **No, this is correct. Create new record** and **New Record** button.



The screenshot shows a light gray dialog box with the text "Record of ' ' not found". Below this, a smaller white box contains the text "Make sure search parameters are correct." and a button labeled "No, this is correct. Create new record." which is highlighted with a red border. Below this, another white box contains the text "Create a new record with the following details" and two input fields labeled "First name" and "Last name". At the bottom of this box is a green button labeled "New Record", also highlighted with a red border.

4. Fill out the following details, then click **Create**.
- **First Name**
 - **Middle Name**
 - **Last Name**
 - **Gender**
 - **Birthdate**
 - **TIN**

New Personnel



First name *

Middle name *

Last name *

Ext name

Gender *

Birthdate *

yyyy-mm-dd

TIN *

xxxx-xxxx-xxxx

Gsisbp no

Plantilla item no

Create

5. A notification message will appear once the record has been created. After this, provide **username** to create an account for the personnel, then click **Create Account**.

Account not found

Select



Personnel record created.

You need to grant access to current school/office to make this personnel selectable.

Personnel Info

Full name
Gender
Birthdate

View extended profile

Create Account

Account is required to enable access control.
Provide username to create an account for this personnel.

Username *

Create Account

6. Set the role of the account to **School Personnel**, then click **Select**.

Select



account access level in

Personnel Info

Update

Full name
Gender
Birthdate

View extended profile

Account Maintenance

Reset Password

Lock

Access List

SECONDARY, RIZAL

SCHOOL PERSONNEL

Add Role

7. Name of the assigned adviser will appear in the box, then click **Add Class** button.

Adviser

Set Adviser

Add Class

Rain Fernando

Setting Adviser Accounts from Existing Accounts

- 1. During or after creating a class, click **Set Adviser**.

Senior high school class list

SY 2026 - 2027 class list

School Form -

Class list is empty

Add class

Senior high school

Add class

Grade level

-- select --

Track

-- Select Strengthened Track --

Offering

-- Select grade level first --

Section Name

☐ ALS-SHS

Adviser

Set Adviser

Add Class

Back to list

No adviser

2. Enter the adviser's **USERNAME** or **TIN** and then click **Search**.

Personnel Lookup

Search Record

By Name

Username or TIN

Search

3. Select the appropriate adviser and then click **Select**.

Select

Personnel Info

Update

View extended profile

Account Maintenance

Reset Password

Lock

Access List

SCHOOL PERSONNEL

Add Role

4. Click Add Class

Add Class

5. A **Class Created** notification will appear. The assigned adviser will be displayed below the section name.

Class created.

Senior high school class list

SY 2026 - 2027 class list						
School Form ▾						
#	Track	Grade level	Section name	Enrolment		
				M	F	T
1	(Strengthened SHS) Academic Track Arts, Social Sciences, and Humanities	12	GRADE 12 ACAD STRENGTHEN BULANADI, RAIN	0	0	0
				Enrol Enrolment Edit Remove		



Updating the Assigned Adviser

- 1. Click **Edit** on the class profile.

#	Track	Grade level	Section name	Enrolment			
				M	F	T	
1	(Strengthened SHS) Academic Track Arts, Social Sciences, and Humanities	11	SSHS ASSH 	0	0	0	Enrol Enrolment Edit Remove

School Form ▾

- 2. Click **Set Adviser**. Select the new adviser based on the procedure for **Setting Adviser Accounts from Existing Accounts**, then click **Update Class**.

Section Name

SSHS ASSH

☐ ALS-SHS

Adviser

Set Adviser

Update Class

Back to list

Rain Fernando

Notes:

1. **The adviser can view the list of classes and enrolled learners in the school. However, only the assigned adviser has access to the Enroll function for the class.**
2. **Regularly validate adviser assignments to ensure proper access to enrollment functions.**

#	Track	Grade level	Section name	Enrollment			
				M	F	T	
1	(Strengthened SHS) Academic Track Arts, Social Sciences, and Humanities	11	SSHS ASSH ↓	0	0	0	Enrollment
2	(Strengthened SHS) Academic Track Science, Technology, Engineering, and Mathematics	11	SSHS STEM ↓	1	0	1	Enroll Review & Finalize
3	(Strengthened SHS) Academic Track Science, Technology, Engineering, and Mathematics	12	SSHS-STEM-12 ↓	0	0	0	Enrollment
4	(Strengthened SHS) Academic Track Sports, Health, and Wellness	12	12-ACAD-SHW ↓	0	0	0	Enrollment
5	(Strengthened SHS) Technical-Professional (TechPro) Track Organic Agriculture Production (NC II) Food Processing (NC II) Aquaculture (NC II) Agricultural Crops Production (NC II)	11	SSHS TECHPRO OAP NC II, FOOD PROCESSING NC II ↓	0	0	0	Enrollment

PART III: Tagging of Elective Subjects

(For public schools, the assigned Class Adviser shall facilitate the elective tagging. For private schools and SLUCs, the School System Administrator shall facilitate the elective tagging.)

Under the SSHS curriculum, learners are enrolled in electives based on their exit and pathway. Elective subjects are organized into clusters for operational purposes. These electives serve as the basis for curriculum completion.

While SSHS learners are free to choose among elective subjects despite being assigned in the specific track, the number of electives per learner shall follow the subject requirements for retention, promotion, and graduation as specified on DepEd Order No. 17, s. 2026 (*Strengthened Senior High School Curriculum*).

- 1. Access the learner’s profile and then click **View Profile**.

#	LRN	Name	Gender	Program	Class assignment	Status	Date of First Attendance	
1								View profile

2. Click **Elective Tagging**.

Learner

Basic Profile

LRN

First name

Middle name

Last name

Ext name

Birthdate

Gender

Mother's

Maiden name

Program

Date of First

Attendance

Status

Assigned class

[reassign]

Update profile

Update status

Elective Tagging

Back to masterlist

3. Click **Add Elective**.

Elective Tagging

Manage Electives

Add Elective Save

4. Select the **Term**, **Cluster**, and **Elective** from the respective dropdown lists.

Sample:

Term

Manage Electives

Term -- Select Term --

Cluster -- Select Term --

Elective

First Term

Second Term

Third Term

Add Elective Save

Remove

Back

Cluster

Manage Electives

Cluster	Strengthened Academic Track - Science, Technology, Engineering, and Mathematics	Remove
Elective	Select a Cluster Strengthened Academic Track - Arts, Social Sciences, and Humanities Strengthened Academic Track - Business and Entrepreneurship Strengthened Academic Track - Science, Technology, Engineering, and Mathematics Strengthened Academic Track - Sports, Health, and Wellness Strengthened TechPro Track - Aesthetic, Wellness, and Human Care Strengthened TechPro Track - Artisanry and Creative Enterprise	
Add Elective Save		

Elective

Manage Electives

Cluster	Strengthened Academic Track - Science, Technology, Engineering, and Mathematics	Remove
Elective	Chemistry 1 Select Elective Biology 1 Biology 2 Chemistry 1 Chemistry 2 Earth and Space Science 1	
Add Elective Save		

5. After selecting the term, cluster, and elective, Click **Save**.

Manage Electives

Term	First Term	▼	Remove	
Cluster	Strengthened Academic Track - Science, Technology, Engineering, and Mathematics			▼
Elective	Chemistry 1			▼

[Add Elective](#)[Save](#)[Back](#)

6. A notification will appear, confirming that the elective has been successfully tagged. The tagged elective will also be displayed in the learner’s SSHS Elective record.

Elective(s) tagged: Chemistry 1

Senior high school enrolment School Year

Learner

Basic Profile

LRN

First name

Middle name

Last name

Ext name

Birthdate

Gender

Mother's

Maiden name

Program

Date of First

Attendance

Status

Assigned class

Food and Beverage Services (NC II)

Cookery (NC II)

Bread and Pastry Production (NC II)

06/08/2026

No status

GRADE 12 - TVL-12 [reassign]

Strengthened SHS

First Term		Second Term		Third Term	
Cluster	Elective	Cluster	Elective	Cluster	Elective
Science, Technology, Engineering, and Mathematics	Chemistry 1				

Update profile

Update status

Elective Tagging

Back to masterlist

PART IV: **Tagging of Cross-track Elective Subjects in Grade 12 under SSHS**

(For public schools, the assigned Class Adviser shall facilitate the elective tagging. For private schools and SLUCs, the School System Administrator shall facilitate the elective tagging.)

The SSHS Curriculum allows for cross-track elective tagging. Learners are therefore allowed to enroll in elective subjects outside their assigned tracks.

Based on DO 17, s. 2026, schools shall note that:

- **Grade 12 Learners under the Academic track** may take one (1) TechPro elective.
- **Grade 12 Learners under the TechPro track** may take up to four (4) Academic electives.

Ensure that the elective tagging follows the approved SSHS pathway of the learner.



Sample:

Grade 12 TechPro Track electives for the First and Second Terms

Manage Electives

Term

First Term

▼

Cluster

Strengthened TechPro Track - ICT Support and Computer Programming Technologies

▼

Elective

Computer Systems Servicing (NC II)

▼

Remove

Term

Second Term

▼

Cluster

Strengthened TechPro Track - Agri-Fishery Business and Food Innovation

▼

Elective

Fish Capture (NC II)

▼

Remove

Add Elective

Save

Back

Grade 12 Four (4) Academic electives

Manage Electives

Term

First Term

Cluster

Strengthened Academic Track - Arts, Social Sciences, and Humanities

Elective

Contemporary Literature

Remove

Term

First Term

Cluster

Strengthened Academic Track - Business and Entrepreneurship

Elective

Introduction to Organization and Management

Remove

Term

First Term

Cluster

Strengthened Academic Track - Science, Technology, Engineering, and Mathematics

Elective

Physics 1

Remove

Term

First Term

Cluster

Strengthened Academic Track - Sports, Health, and Wellness

Elective

First Aid

Remove

Add Elective

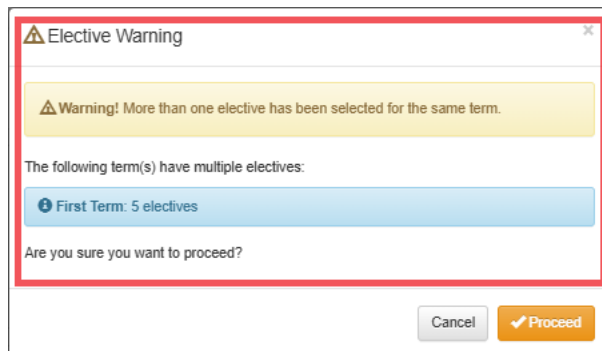
Save

Back

Note: A learner may be tagged with up to four (4) electives. If the number of selected electives exceeds the allowable limit, the system will display the following warning message:

Warning! More than one elective has been selected for the same term.

Please note, however, that this warning message is a standard system prompt and not an error blocking submission, meaning it merely informs the adviser that the learner may reach beyond the maximum number of electives they can take for the term.



However, a word of caution:

Learners who choose to enroll in more than the required minimum number of Electives must pass all subjects taken to graduate. Regardless of whether the learners have already passed the minimum required number of electives, failing any extra Elective taken will disqualify them from graduation (DO 17, s. 2026).

Thus, advisers shall ensure to thoroughly check all electives taken by their learners before saving the elective tagging in the LIS.

PART V: Removing an Elective

(For public schools, the assigned Class Adviser shall facilitate the elective tagging. For private schools and SLUCs, the School System Administrator shall facilitate the elective tagging.)

- 1. Access the learner’s profile, then click **Elective Tagging**.

Senior high school enrolment School Year

Learner

Basic Profile

LRN

First name

Middle name

Last name

Ext name

Birthdate

Gender

Mother's

Maiden name

Program

Date of First

Attendance

Status

Assigned class

Science, Technology, Engineering, and Mathematics

08/13/2026

No status

GRADE 11 - SSHS STEM [\[reassign\]](#)

Strengthened SHS

First Term		Second Term		Third Term	
Cluster	Elective	Cluster	Elective	Cluster	Elective
Agri-Fishery Business and Food Innovation	Aquaculture (NC II)	Arts, Social Sciences, and Humanities	Introduction to Philosophy		
Arts, Social Sciences, and Humanities	Contemporary Literature 1				
Arts, Social Sciences, and Humanities	Filipino 2 (Filipino sa Isports)				

Update profile

Update status

Elective Tagging

Back to masterlist

2. Find the elective to be removed. Then, click **Remove** and click **Save** to confirm the removal.

Manage Electives

Term	First Term	Remove
Cluster	Strengthened Academic Track - Arts, Social Sciences, and Humanities	
Elective	Contemporary Literature 1	

Term	First Term	Remove
Cluster	Strengthened TechPro Track - Agri-Fishery Business and Food Innovation	
Elective	Aquaculture (NC II)	

Term	First Term	Remove
Cluster	Strengthened Academic Track - Arts, Social Sciences, and Humanities	
Elective	Filipino 2 (Filipino sa Isports)	

Add Elective

Save

Back

3. A notification will appear, indicating that the elective has been successfully removed.

Elective(s) tagged: Contemporary Literature 1, Aquaculture (NC II)

Senior high school enrolment School Year

Learner

Basic Profile

LRN

300782260001

First name

JOSE

Middle name

-

Last name

REYES

Ext name

Birthdate

12/01/2010

Gender

Male

Mother's

RAMOS,GINA

Maiden name

Program

Science, Technology, Engineering, and Mathematics

Date of First

08/13/2026

Attendance

Status

No status

Assigned class

GRADE 11 - SSHS STEM [\[reassign\]](#)

Strengthened SHS

First Term		Second Term		Third Term	
Cluster	Elective	Cluster	Elective	Cluster	Elective
Agri-Fishery Business and Food Innovation	Aquaculture (NC II)				
Arts, Social Sciences, and Humanities	Contemporary Literature 1				

Update profile

Update status

Elective Tagging

Back to masterlist

Elective(s) un-tagged.

Contact Information and Support Channels

For any system-related concerns, please coordinate with your Schools Division Office through the Division Planning Officer to lodge an RF ticket (*Incident Report*) in the ICTS Helpdesk Ticketing System.

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.

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.

