



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

21 July 2026

DIVISION MEMORANDUM
No. 492 s. 2026

**ENCODING ON THE LEARNER INFORMATION SYSTEM (LIS)
FOR BEGINNING OF SCHOOL YEAR (BOSY) 2026-2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public and Private Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. This Office through the **School Governance and Operations Division-Planning and Research Section** (SGOD-PRS) hereby informs all public and private elementary and secondary schools, including Alternative Learning System Community Learning Centers (ALS CLCs), that the encoding and updating of learners' records in the Learner Information System (LIS) officially commenced on **July 13, 2026** and shall remain open until **September 30, 2026**. All concerned schools and learning centers are enjoined to complete the encoding and updating of learners' data accurately and within the specified timeline.
2. Attached herewith is the **DepEd Memorandum** issued by **Undersecretary Rafaelita M. Aldaba, PhD**, on the updating and tagging of learners' profiles in LIS. School Heads are enjoined to thoroughly review the memorandum and undertake the necessary actions in accordance with the prescribed policies and procedures.
3. For any clarifications, you may contact **Mrs. Marife R. Lagar**, Planning Officer III through email address marife.lagar@deped.gov.ph.
4. For the information, guidance and strict compliance of all concerned.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: As stated

Reference: Memorandum re: Encoding on the Learner Information System (LIS) for the Beginning of School Year (BOSY) 2026-2027

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

LEARNER INFORMATION SYSTEM (LIS)
DATA MANAGEMENT

SGOD- encoding on the learner information system (lis) for beginning of school year (bosy) 2026-2027
SGOGQI3L-005236/July 21, 2026

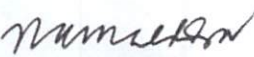


Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR PHILIPPINE QUALIFICATIONS FRAMEWORK SECRETARIAT,
POLICY AND PLANNING SERVICE, EDUCATION CENTER FOR ARTIFICIAL INTELLIGENCE RESEARCH

MEMORANDUM

TO : **MINISTER, BASIC, HIGHER AND TECHNICAL EDUCATION,
BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
ALTERNATIVE LEARNING SYSTEM (ALS) LEARNING
FACILITATORS
ALL OTHERS CONCERNED**

FROM : 
RAFAELITA M. ALDABA, PhD 
Undersecretary
Office of the Secretary

SUBJECT : **ENCODING ON THE LEARNER INFORMATION SYSTEM
(LIS) FOR BEGINNING OF SCHOOL YEAR (BOSY) 2026-
2027**

DATE : 07 July 2026

1. The Department of Education (DepEd), through the Policy and Planning Service – Education Management Information System Division (PPS-EMISD), and Information and Communications Technology Service (ICTS), collects the official enrollment data every school year through the Learner Information System (LIS). These are vital in formulating evidence-based policies, decision-making, and developing programs and projects in basic education.
2. All public and private schools, State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs) offering basic education, Philippine School Overseas (PSOs), and Alternative Learning System Community Learning Centers (ALS CLCs) shall commence the encoding and updating of the learners' data in the LIS **from July 13, 2026 to September 30, 2026.**

Hence, all schools shall ensure that the learners' data are correct and reported within the timeline in the LIS, since this information will serve as a basis of the official enrollment.

3. For the Beginning of School Year (BOSY) 2026–2027, all schools shall enroll their learners in the LIS, update learners' profiles, and ensure that the following are tagged respectively:
 - a. Academic Recovery and Accessible Learning (ARAL) Program
 - b. Alternative Delivery Modes (ADM)
 - c. Arabic Language and Islamic Values Education (ALIVE)
 - d. Height & Weight
 - e. Citizenship
 - f. ESC Beneficiaries (for GASTPE Program-Participating Private Schools)
 - g. Ethnicity
 - h. Indigenous Peoples (IPs) Learners
 - i. Mother Tongue & Other Spoken Language
 - j. Pantawid Pamilyang Pilipino Program (4Ps) Beneficiaries
 - k. Religion
 - l. School-Based Feeding Program (SBFP) Beneficiaries
 - m. SHS Voucher Beneficiaries (for E-GASTPE Program-Participating Private Schools)
 - n. Special Needs Education (SNEd) and Classification/Types of Special Needs
4. **One-time SHS Enrollment.** One-time enrollment shall be implemented for Senior High School, regardless of whether a school adopts the three-term calendar or the two-semester calendar. Hence, there is no need to enroll and update the end of term or semester statuses of SHS learners per term or semester.
5. **Strengthened Senior High School Elective Tagging.** Electives taken by all Grade 11 and Grade 12 SSHS learners for Term 1 shall be tagged at the BOSY encoding, while those taken during Terms 2 and 3 shall be tagged at the End of School Year (EOSY) updating in the LIS.
6. All schools shall ensure that each learner has only one unique Learner Reference Number (LRN). Hence, learners with existing LRNs shall not be added into the system for issuance of a new one to ensure continuity of learner records.
7. The Regional Planning Officers (RPOs) and Division Planning Officers (DPOs) shall provide technical assistance to schools that encounter difficulty in encoding their Beginning of School Year (BOSY) enrollment in the LIS and monitor the participation of all schools under their respective jurisdiction.

8. For any clarifications, please do not hesitate to contact the Policy and Planning Service – Education Management Information System Division (PPS-EMISD) through telephone number: 8638-2251 or email address: ps.emisd@deped.gov.ph.
9. For compliance and dissemination.