



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

September 11, 2023

**DIVISION MEMORANDUM**

No. 107, s. 2023

**EXPEDITE THE SCHOOL YEAR 2023-2024 QUICK COUNT ENROLLMENT  
ENCODING IN THE LEARNER INFORMATION SYSTEM (LIS)**

To : Public Schools District Supervisors  
Private School Focal Person  
Public and Private School Heads

1. Attached herewith is the Unnumbered DepEd Advisory from Noel T. Baluyan, Officer-In-Charge, Office of the Director Planning Service dated September 8, 2023 re: Expedite the School Year 2023-2024 Quick Count Enrollment Encoding in the Learner Information System (LIS) which is self-explanatory.
2. All public and private schools are advised to expedite and update daily the encoding of the Enrollment Quick Count Data in the Learner Information System (LIS) so that the Department can assess the number of learners in the basic education for the current school year.
3. Immediate and wide dissemination of this Memorandum is desired.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent  
 DepEd Schools Division of Digos City

RECORDS SECTION  
**RELEASED**  
 27-10809  
 DATE: SEP 14 2023 TIME: 1:28 PM  
 BY: *[Signature]*

Enclosed: As stated.

SGOD/PRME/ama



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Republic of the Philippines  
**Department of Education**  
PLANNING SERVICE

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Office of the Director

08 September 2023

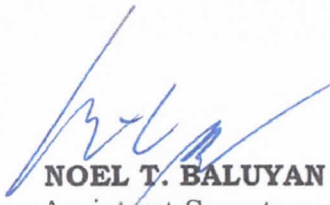
**ADVISORY**

**EXPEDITE THE SCHOOL YEAR 2023-2024 QUICK COUNT ENROLLMENT  
ENCODING IN THE LEARNER INFORMATION SYSTEM (LIS)**

We noticed that there are still 1,375 schools nationwide, consisting of 293 public schools, 1,046 private schools, and 36 SUCs/LUCs, that still have not encoded yet their School Year (SY) 2023-2024 Quick Count Enrollment in the LIS, as of 02:06 pm of 08 September 2023. For your information and reference, please see the list of schools to be sent through email.

All concerned schools are instructed to expedite immediately the encoding of their Quick Count Enrollment data in the system so that the Department can assess the number of learners in the basic education for the current SY.

Furthermore, the Division Planning Officers are directed to monitor the compliance of all concerned schools and ensure that necessary technical assistance is provided to them to expedite the encoding.

  
**NOEL T. BALUYAN**  
Assistant Secretary  
Officer-in-Charge  
Office of the Director  
Planning Service