



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY



DIVISION MEMORANDUM
 No. DSS, s. 2024

September 24, 2024

ENCODING ON LEARNER INFORMATION SYSTEM (LIS) FOR BEGINNING OF SCHOOL YEAR (BOSY) 2024-2025

To: Public Schools District Supervisors
 All Public and Private Elementary and Secondary School Heads
 ALL OTHERS CONCERNED

- Enclosed herewith is the Unnumbered DepEd Memorandum from Atty Mel John I. Versoza, Undersecretary for Administration, DepEd Central Office, re: Encoding on Learner Information System (LIS) for Beginning of School Year (BOSY) 2024-2025 dated September 11, 2024 which is self-explanatory. Please comply with the instructions as found in the attached Memorandum.
- Moreover, submit the necessary documents for the Approval of Data Corrections/Pending Change Request by the Planning Officer thru airon.alejandro@deped.gov.ph before October 15, 2024.
- Likewise, all transfers and issues in the Learner Information System (LIS) shall be cleared on or before October 31, 2024 in line with the encoding and updating deadline of the Central Office.
- For dissemination and compliance.

For and in the absence of the SDS:

Schools Division Office of Digos City
 RECORDS SECTION
RELEASED
 DATE: SEP 25 2024 TIME: 1:09pm
 BY:

NORELIZA A. MISAL
 Accountant III
 Officer-In-Charge

Encls: as stated
 References: as stated
 To be indicated in the Perpetual Index under the following subjects:

AMA: Encoding on Learner Information System (LIS) for Beginning of School Year (BOSY) 2024-2025
 September 24, 2024





Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

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
ALL OTHERS CONCERNED**

FROM : **ATTY. MEL JOHN I. VERZOSA** *met*
Undersecretary for Administration

SUBJECT : **ENCODING ON LEARNER INFORMATION SYSTEM (LIS)
FOR BEGINNING OF SCHOOL YEAR (BOSY) 2024-2025**

DATE : 11 September 2024

Collection of accurate, timely and correct data, specifically, in providing the official number of enrolled learners in the schools gathered through the information systems of the Department of Education (DepEd) are vital to support evidence-based policies, decision making, programs and projects in the basic education.

With this, the DepEd through the Planning Service – Education Management Information System Division (PS-EMISD) and Information and Communications Technology Service (ICTS), opened the Learner Information System (LIS) to capture and record the learners officially enrolled in the school for the School Year 2024-2025 including the tagging for the Alternative Delivery Mode (ADM), Body Mass Index (BMI), School-Based Feeding Program (SBFP), Education Service Contracting (ESC) and Senior High School Quality Voucher Recipient (SHS QVR) of each learner.

All private schools, State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), and Philippine School Overseas (PSOs) offering Basic Education in the country and abroad commenced the encoding and updating of the learner's data in the LIS **on June 10, 2024**.

While the public elementary and secondary schools, and Alternative Learning System Community Learning Centers (ALS CLCs) commenced the encoding and updating of the



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While the public elementary and secondary schools, and Alternative Learning System Community Learning Centers (ALS CLCs) commenced the encoding and updating of the

learner's data in the LIS **on August 27, 2024**. Moreover, public schools shall intensify the **Child Finding or Mapping activities in their localities** to ensure that all school-age learners are enrolled in the school pursuant to DepEd Order 23 s. 2022 "Child Find Policy for Learners with Disabilities Towards Inclusive Education".

Likewise, the deadline of the abovementioned encoding and updating in the LIS will be on **31 October 2024** and this shall be applicable to all schools and ALS CLCs.

The Regional Planning Officers (RPOs) and Division Planning Officers (DPOs) shall provide technical assistance to schools that encounters difficulty in encoding their BOSY enrollment in the LIS, and monitor the participation of all schools under their respective jurisdiction.

For any clarifications, please do not hesitate to contact the Planning Service – Education Management Information System Division (PS-EMISD) through telephone number: 8635-3958 or email address: ps.emisd@deped.gov.ph.

For compliance and dissemination.