



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

**Office of the Schools Division Superintendent**

July 23, 2026

**DIVISION MEMORANDUM**

No. 012, s. 2026

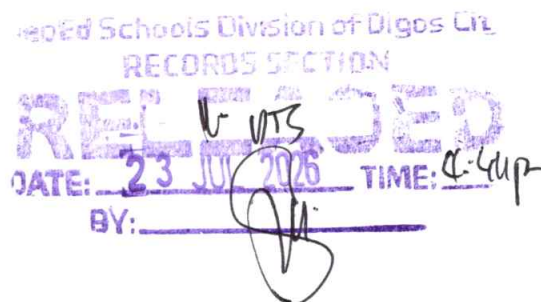
**ENCODING ON THE LEARNER INFORMATION SYSTEM (LIS)  
FOR BEGINNING OF SCHOOL YEAR (BOSY) 2026-2027**

To : All Public Schools District Supervisors  
All Public School Heads  
All Private School Heads  
All Other Personnel Involved

1. Attached is the Unnumbered DepEd Memorandum from RAFAELITA M. ALDABA, PhD., Undersecretary dated July 7, 2026 re: "Encoding on the Learner Information System (LIS) for Beginning of School Year (BOSY) 2026-2027", which is self-explanatory.
2. All schools shall ensure the encoding and updating of the learners in the Learner Information System (LIS) from **July 13, 2026 to September 30, 2026** following the attached guideline.
3. For information and strict compliance.

For and in the absence of the SDS:

**MARIA GENEVIEVE T. FRANCISQUETE**  
Assistant Schools Division Superintendent  
Officer-In-Charge



Enclosed: As stated.  
SGOD/P&R/ama



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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,  
BARM  
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** *ch*  
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.**



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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 SSSH 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](mailto:ps.emisd@deped.gov.ph).
9. For compliance and dissemination.