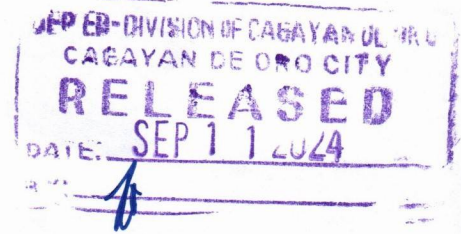




Republic of the Philippines  
**Department of Education**  
**REGION X**  
**DIVISION OF CAGAYAN DE ORO CITY**



Office of the Schools Division Superintendent

3 September 2024

DIVISION MEMORANDUM

No. 676 s.2024

**BEGINNING OF SCHOOL YEAR (BOSY) 2024-2025 ENCODING IN THE  
LEARNER INFORMATION SYSTEM (LIS)**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor for SGOD and CTD  
Public Schools District Supervisors  
Education Program Supervisors and Specialists  
All Public and Private Elementary and Secondary School Heads  
All State Universities and Colleges (SUCs)  
All School LIS Coordinators  
This Division

1. Pursuant to RA 7797, the SY 2024-2025 shall formally start on **July 29, 2024**, and end on Tuesday, **April 15, 2025**, inclusive of the Midyear Break and End-of-School Year (EOSY) Rites. **Learner Information System (LIS) encoding for BOSY 2024-2025 is now open.**

2. All public and private schools, State Universities/Colleges (SUCs) offering basic education, and Alternative Learning System (ALS) Community Learning Centers (CLCs) are directed to encode and update their learners' data in the LIS. Moreover, all schools shall ensure that all information provided therein is accurate and correct since the BOSY enrollment data is the only source of the Official enrolment data released by DepEd. Likewise, it is reiterated that the BOSY data encoded in the LIS are crucial in planning, allocation of available resources, policy formulation, evidence-based decision-making of the Department as well as in facilitating the billing of government assistance and subsidies.

3. **All Public Schools District Supervisors, Education Program Supervisors, Education Program Specialists, ALS program holders, and other division personnel are directed to monitor the compliance of this issuance.** The division planning office will post weekly status per school and district on the **DepEd Planning Office SDO Cagayan de Oro City** Facebook page.

4. The public schools shall conduct the following activities:  
a. Enrollment: Schools and CLCs shall facilitate the process of registering learners into the Learner Information System (LIS) upon submission of the required supporting documents. DO 3, s. 2018



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discusses the eligibility and documentary requirements in the registration, tagging, and enrollment-recording protocols.

For incoming ALS Learners who will enroll in the Basic Literacy Program (BLP) and Accreditation and Equivalency(A&E) Program (Elementary and Junior High School), the following are the requirements:

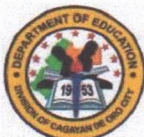
- b. Eligibility standard
  - i. BLP — no specific eligibility required
  - ii. A&E Elementary - any grade level in Elementary
  - iii. A&E Junior High School - must be an Elementary Graduate
- c. Documentary Requirement
  - i. Birth Certificate
  - ii. Any valid ID
  - iii. School Form (SF) 9 or 10 (if available)
  - iv. Elementary Diploma (for Junior High School enrollees)

For ALS completers or graduates who will enroll in the formal school or will enroll in the next program/ level in ALS, the following are the requirements:

- i. Eligibility standard — must be an A&E Test or Presentation Portfolio Assessment (PPA)  
Passer ii. Documentary Requirement
  - a. ALS Form (AF) -5
  - b. Certificate of Rating (COR) or PPA Scoring Sheet

5. Please be advised that the following facilities are to update **Tagging Facilities**.
- a. **ADM- Alternative Delivery Mode**
  - b. **BMI- Body Mass Index**
  - c. **SBFP- School-Based Feeding Program**
  - d. **Conditional Cash Transfer (4Ps) and Acceptance of 12 minimum characters for Household ID No for 4Ps recipients**
  - e. **Education Service Contracting (ESC)**
  - f. **Qualified Voucher Recipient (QVR)**
  - g. **Complete the "Required Basic Profile" particularly tagging of Indigenous People, SPED and Muslim/Alive Learners, Mother Tongue or Language, and Update the learner's address**

6. Furthermore, all public schools are requested to **intensify Child Finding or Child Mapping activities in their locality to ensure that all school-age children are enrolled in schools**. Also, as part of the initiative of SDO Cagayan de Oro City to ensure that learners are enrolled in DepEd-accredited schools, proper



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coordination shall be made by the school heads and report immediately to the Division Office. **Class Advisors are responsible and tasked to enroll all confirmed learners in the LIS. All school LIS coordinators must email a copy of learners' credentials for enrollment pending requests to [planning.depedcdo@deped.gov.ph](mailto:planning.depedcdo@deped.gov.ph).**

7. Teachers who serve during those periods as specified in DepEd Memorandum No. 32, s. 2024 are entitled to Service Vacation Credit (SVC), while non-teaching personnel who will serve during non-working days (whenever necessary) are entitled to Compensatory Overtime Credit (COC) subject to submission of required documents.

8. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender and sexual orientation, disability, religion, and ethnicity.

9. Immediate compliance with this Memorandum is desired.

  
**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As stated

Reference: DO 27s, 2019, RA 7797, DO 9s, 2024, DO 32s, 2024

To be indicated in the Perpetual Index

under the following subjects:

ENROLLMENT

BOSY

PRS-RSM/Memo



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