



Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



2 July 2025

DIVISION MEMORANDUM

No. 531 s.2025

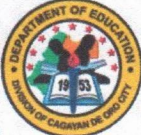
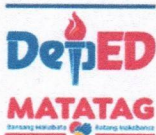
**BEGINNING OF SCHOOL YEAR (BOSY) 2025-2026 ENCODING IN THE
LEARNER INFORMATION SYSTEM (LIS)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor for SGOD and CID
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 DepEd Order No. 12, s. 2025 re: Multi-Year Implementing Guidelines on the School Calendar and Activities which formally open on **Monday, June 16, 2025**, and shall end on **Tuesday, March 31, 2026**, the school year shall consist of **197 class days** inclusive of the End-of-School-Year (EOSY) Rites, or as may be determined by subsequent issuances in case of changes in the school calendar due to unforeseen circumstances. For the succeeding school years, DepEd shall issue a memorandum before the start of every SY, providing the specific schedule of school activities and other celebrations/observances. All concerned are hereby informed that the **Learner Information System (LIS) encoding for BOSY 2025-2026 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**



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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. Please see the attached Annex 1 for further enrollment information and guidance.
5. Quick Count for K-12 and ALS facility has been reopened until July 31, 2025. All schools shall update and input your respective enrollment on the said facility as needed.
6. 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.
7. 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.
8. Immediate compliance with this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

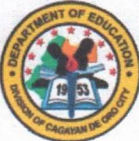
Reference: DO 27, s. 2019, DO 12, s. 2025

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

LIS ENROLLMENT BOSY

DM-042-SGOD-PR-RSM

July 2, 2025



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Annex 1

1. The public schools shall conduct the following activities:
 - b. 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 15, s. 2025 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:

- c. 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
- d. 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

2. 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. **Early Childhood Care (ECCD)**-Tagging of Early Childhood Care



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Development (ECCD) is for kindergarten learners who will turn five years old from November 1 to December 31 only.

- h. **Complete the "Required Basic Profile" particularly tagging of Indigenous People (IPs), SPED and Muslim/Alive Learners, Mother Tongue or Language, and Update the learner's address**
3. 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 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.**
4. All concerned personnel are hereby directed to report their respective school enrollment through the centralized template to the Planning Office for real-time monitoring.
5. Said template can be accessed through the following links:

Public Enrollment: **<https://bit.ly/SDO-CDOPublic>**
Private Enrollment: **<https://bit.ly/SDO-CDOPrivate>**
SUCs Enrollment: **<https://bit.ly/SDO-CDOSUC>**
6. Reporting of enrollment data shall be updated every **Wednesday and Friday** until the on October 30, 2025 in reference to DepEd Order 27, s. 2019 Beginning of the School Year reporting.