



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



Office of the Schools Division Superintendent

7 July 2025

Division Memorandum
No. 540 s. 2025

**ORIENTATION FOR BOSY/LEARNER INFORMATION
SYSTEM/BEIS/LEARNERS REGISTRY AND TRACKING SYSTEM FOR
THE SCHOOL YEAR 2025-2026 FOR PRIVATE SCHOOLS**

To: Assistant Schools Division Superintendent
SGOD and CID Chief
Public Schools District Supervisors
Private Schools
This Division

1. In relation to DepEd Order No. 27, s. 2019, the field is hereby informed of the annual Orientation of the Learner Information System and Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes for School Year 2025-2026. To be conducted at Conference Hall, Division of Cagayan de Oro, Cagayan de Oro City on July 10-11, 2025.
3. Participants are advised to bring their own laptop device, extension wire and pocket wi-fi devices for the workshop session.
4. Please see enclosure 1 for additional information and guidance.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of disability, sexual orientation, gender, age, religion and ethnicity.
6. For information, guidance, and compliance.


ROY ANGELO E. GAZO
Schools Division Superintendent



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Encl.: As stated

Reference: DO 27, s. 2019, DO 15, S. 2025, DO 17, S. 2025

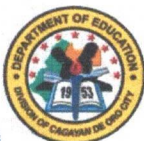
To be indicated in the Perpetual Index

under the following subjects:

ORIENTATION LIS

DM043-SGOD-PR-RSM / orientation for bosal/learner information system/beis/learners registry and tracking system for the school year 2025-2026 for private schools

July 7, 2025



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Enclosure 1:

1. In line with Learners Registry and Tracking System (LRTS), the schools are hereby directed to upload SF1 and SF5(SFA for SHS) from SY 2020-2021 to 2024-2025 through the following link. Follow the attached picture for compliance in uploading your respective School Forms.

SF1: https://bit.ly/SF1_SDOCDO

The screenshot shows a web interface for uploading SF1 forms. At the top, it says 'SF1 > 4th Watch MCA'. Below this are filters for 'Type', 'People', 'Modified', and 'Source'. A 'Name' field with an upward arrow icon is present. At the bottom, there is a horizontal list of folders representing school years: SY 2020-2021, SY 2021-2022, SY 2022-2023, SY 2023-2024, and SY 2024-2025.

SF5: https://bit.ly/SF5_SDOCDO

The screenshot shows a web interface for uploading SF5 forms. At the top, it says 'SF5 > 4th Watch MCA'. Below this are filters for 'Type', 'People', 'Modified', and 'Source'. A 'Name' field with an upward arrow icon is present. At the bottom, there is a horizontal list of folders representing school years: SY 2020-2021, SY 2021-2022, SY 2022-2023, SY 2023-2024, and SY 2024-2025.

2. The following schedule shall be followed:

Date and Time	Districts	Participants
July 10-11, 2025 8:00 AM – 5:00 PM	All District	School Registrar/ LIS Coordinator

3. Training Activity timeline:

Day 1 (July 10, 2025) - Policy and Encoding	
Time	Activity
8:00-8:30	Registration
8:30-9:00	Opening Program
9:00-10:30	Understanding DO 027, s. 2019
10:30-11:30	LIS Enrollment Procedures
11:30-12:00	Hands-on Workshop: Encoding in LIS
1:00-1:30	Learners Registry and Tracking System



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1:30-4:00	Hands-on Workshop: Learners Registry and Tracking System
4:00-4:30	Best Practices
4:30-5:00	Q&A and Troubleshooting

Day 2 (July 11, 2025) - Compliance and Reporting

Time	Activity
8:30-10:30	BEIS School Profile Updates
10:45-12:00	Private School Specific Requirements
1:00-3:00	User, Account, Management and System (UAMS)/ EOSY
3:15-4:30	Q&A and Troubleshooting
4:30-5:00	Closing Program and Certificates

4. Technical Working Group (TWG)

ROSALIO R. VITORILLO	Chairman
RODEL S. MEGOLLAS	Co-Chairman/Speaker
MEMBER	
ELEANOR CONSEJO H. ROLLAN	TWG/M&E
BEVERLY ANNE E. NOCOLASORA	TWG/SPEAKER
AMOR A. RADAZA	TWG/SPEAKER/M&E
JENNETH B. MIRANDA	TWG/SPEAKER
MARK EDWARD D. OLANGGO	TWG
JEWILYN U. JOMOC	TWG



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