

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

Office of the Schools Division Superintendent

28 July 2025

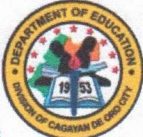
DIVISION MEMORANDUM

No. 606 s.2025

**INSTRUCTIONS FOR ENCODING IN THE LEARNER INFORMATION SYSTEM
(LIS) FOR THE SCHOOL YEAR 2025-2026**

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. **DepEd Order 27, s. 2019**, Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes, directs all public and private elementary, junior and senior high schools, state universities and colleges (SUCs), local universities and colleges (LUCs), and higher education institutions (HEIs) offering Kindergarten to Grade 12 to register and update their learners' profile in the Learners Information System. It further provides general timelines and a matrix of responsibilities.
2. The Schools Division Office of Cagayan de Oro City conducts monitoring on the status of compliance of schools as the Learner Information System (LIS) portal has been opened to capture and record the learners officially enrolled in the school for the School Year 2025-2026. This shall include the tagging of Alternative Delivery Mode (ADM), Body Mass Index (BMI), School-Based Feeding Program (SBFP), Learners with Disabilities (LWDs), Early Childhood Care (ECCD) Assessment, Education Service Contracting (ESC), and Senior High School Voucher Recipients (SHS QVR). **The deadline for encoding and updating in the LIS is October 31, 2025.**
3. Summary of official enrollment in the LIS shall be updated daily and posted at:



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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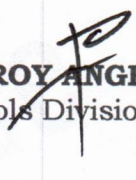
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Public Enrollment: <https://bit.ly/SDO-CDOPublic>

Private Enrollment: <https://bit.ly/SDO-CDOPrivate>

SUCs Enrollment: <https://bit.ly/SDO-CDOSUC>

4. Please see the attached Annex 1 and 2 for further enrollment information and guidance.
5. 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.
6. 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 INSTRUCTION

DM-048-SGOD-PR-RSM

July 28, 2025



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Annex 1

1. Matrix of Accountability is provided below to clearly specify the roles and responsibilities of concerned personnel and offices:

Activity/Process Data	Accountable Personnel/Office
REGIONAL LEVEL Approval of: - School Permit/Recognition - Separation of annex and extensions - Merging of Schools - Renaming of Schools - Senior High School Offering - Issuance of School ID	Office of the Regional Director Quality Assurance Division Policy, Planning and Research Division
DIVISION LEVEL - User Account Management System - Assign school head in the LIS and EBEIS - Approve/Disapprove of Pending Enrollment in the LIS	Division Planning Officer Senior Education Program Specialist for PRS
SCHOOL LEVEL - Update school contact information in the EBEIS - Create a new LIS account with school personnel role - Create classes, section and set adviser - Reset password of the school system administrator and other personnel - Take appropriate action to Pending Transfers - Monitor and Process Documents of Pending Enrollment at the Division Level - Approve/Disapprove correction of learner profile pending at the school head level - Process Documents for System Issues to be Escalated to the Central Office - Set the School Calendar in the LIS (Private Schools, SUCs & LUCs Only)	School Head
Create new LIS account with school personnel role	



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• Create classes, section and set adviser • Reset password of the school head and other personnel • Request Correction of Learner Profile • Request Correction of Grade Level • Monitor and Process Documents of Pending Enrollment at the Division Level • Monitor the Pending Transfers • Process Documents for System Issues to be Escalated to the Central Office • Officially enroll SHS learners in the LIS (For Public Schools) • Officially enroll K to 12 learners in the LIS (For Private Schools, SUCs, & LUCs) • Tagging Learners as to Education Service Contracting (ESC), and Senior High School Voucher Recipients (SHS QVR) (For Private Schools Only)	School LIS/ICT Coordinator, Administrative Officer II, Other Non-Teaching Personnel assigned as School System Administrator
• Evaluate learner records before enrolling in the LIS • Officially enroll learners in the LIS a. Update Other Data of learners 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 • Request Correction of Learner Profile • Tagging learners as to Alternative Delivery Mode (ADM), Body Mass Index (BMI), School-Based Feeding Program (SBFP), Learners with Disabilities (LWDs), Early Childhood Care (ECCD) Assessment • Encode of General Average and Set the EOSY Status of Learners	Class Adviser



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3. Pending Approval Request Facility:

This facility is applicable only for LIS Pending Enrollment and Change Request with Division Level Approval. Pending enrollment or change request without submitting required documents thru shall not be processed. Required documents for each pending request type are listed in the table below:

Pending Request Type	Required Documents	Other Instructions or Supporting Documents, if applicable only
1. Enrollment with Gap 2. Enrollment of Ineligible 3. Correction of Grade Level	- RF03 Form signed by the School Head - SF9/SF10/Form 137/138/ECCD Summary of Rating for Grade 1 - Screen Shot	- Recomputed Final Grade (RFG) signed at the Division Level - PEPT Passer Certificate - Portfolio Assessment Rating Signed at the Division Level - A&E Passer Certificate for ALS Passer before the Pandemic
4. Correction of Learner Profile	- RF03 Form signed by the School Head - Birth Certificate or any proof of Identification - Screen Shot	
5. LRN Approval	- PAR Form signed by the School Head - SF9/SF10/Form 137/138/ECCD Summary of Rating for Grade 1 - Birth Certificate or any proof of Identification - Screen Shot	- Recomputed Final Grade (RFG) signed at the Division Level - PEPT Passer Certificate - Portfolio Assessment Rating Signed at the Division Level - A&E Passer Certificate for ALS Passer before the Pandemic
6. Temporary Enrollment	- Affidavit of Undertaking - Screen Shot	Applicable Only to Learners with Unsettled Obligation from the Originating PRIVATE School. If erroneously tagged as TE, Request for Disapproval Immediately
7. Request for Disapproval	- PAR Form signed by the School Head - Screen Shot	



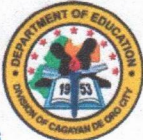
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5. **Schools are reminded of the existing policies that govern the system and operations of school in terms of enrollment and transfer of learners:**

- A. DepEd Order No. 017, s. 2025 – Revised Basic Education Enrollment Policy
- B. DepEd Order No. 015, s. 2025 – Amendment to DepEd Order No. 47, s. 2016 (Omnibus Policy on Kindergarten Education) as Amended by DepEd Order No. 020, s. 2018
- C. DepEd Order No. 012, s. 2025 – Multi-Year Implementing Guidelines on the School Calendar and Activities
- D. DepEd Order No. 10, S. 2023, Amendment to DepEd Order No. 3, S. 2018, provides the updated policy on enrollment.
- E. Provisions in the DepEd Order No. 3, S. 2018, Basic Education Enrollment Policy, that are consistent to the abovementioned policy are still in effect.
- F. Late enrollees may be accepted consistent with the Section V.D. of DepEd Order 3, S. 2018.
- D. Cut-off age of kinder entrants is provided in DepEd Order No. 20, S. 2018, and DepEd Order No. 47 S. 2016, Omnibus Policy on Kindergarten Education.
- E. DepEd Order No. 54, S. 2016, Guidelines on the Request and Transfer of Learner's School Records, provides specific instructions and processes on transferring school records (Permanent Records and Other Documents). It is reiterated in **Paragraph V. b. that Receiving school shall secure all permanent records of all incoming learners before the end of first grading period and thirty (30) days from the first day of attendance for transfer-in.**
- F. DepEd Order No. 58, S. 2017, Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition, and Permanent Records, provides templates of official school forms and instructions on its preparation, filing and transfer.

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.



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List of Service Requests, Definitions, and Requirements

Type of Service Request	Definition	Requirements (All must be endorsed and validated by the Region and the Division)
RF01 <i>LRN Merging</i>	A process of combining two or more learners data with conflicting information pertaining to a specific learner through his/her official documents submitted to the school.	- RF01 in Excel format - Scanned RF01 with signature of School Head <i>Additional (if needed):</i> Photocopy of Birth Certificate, Form 137/School Form 10, and Form 138/School Form 9
RF02 <i>LRN Reactivation</i>	A process of re-activating LRN that was previously disapproved by the Division Planning Officer.	- RF02 in Excel format - Scanned RF02 with signature of School Head <i>Additional (if needed):</i> Photocopy of Birth Certificate, Form 137/School Form 10, and Form 138/School Form 9
RF03 <i>Enrollment with Data Issues</i>	A process of resolving encountered errors on the enrollment data.	- RF03 in Excel format - Scanned copy of RF03 with School Head's signature <i>Additional (if needed):</i> Photocopy of Birth Certificate, Form 137/School Form 10, and Form 138/School Form 9S - Screenshots of the error (1a, 1b, 2, 7)
RF04 <i>Unmerging of LRN</i>	A process of rectifying data of two different learners.	- RF04 in Excel format - Scanned RF04 with signature of School Head <i>Additional (if needed):</i> Photocopy of Birth Certificate, Form 137/School Form 10, and Form 138/School Form 9

*Approval of the Process Owner is within the ticketing system.

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RF05 <i>User Account Management and School Concerns</i>	A process of updating user accounts and re-opening and closing of schools.	- RF05 in Excel format - Scanned RF05 with signature of School Head - Scanned copy of the following: a. For closing/re-opening of school: attach the endorsement letter from Division Planning Officer b. For re-opening of school: attach the Permit to Operate - Screenshot if system error - Additional: Approval of Process Owner*
RF06 <i>Merging of School ID</i>	A process combining two or more school IDs including other historical records.	- RF06 in Excel format - Scanned copy of RF06 with signature of School Head - Scanned copy of the following: a. For private school: attach a valid permit b. For public school: attach the endorsement letter from Division Office
RF07 <i>Re-opening of School Enrollment and EOSY Finalization</i>	A process of re-opening the enrollment for EOSY updating and school finalization.	- RF07 in Excel format - Scanned copy of RF07 with signature of School Head - Signed Justification letter from the School Head - List of learners to be enrolled and/or update EOSY - Additional: Approval of Process Owner*

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Type of Service Request	Definition	Requirements (All must be endorsed and validated by the Region and the Division)
RF08 <i>Transfer-related issues</i>	A process of resolving the issues encountered by the learners in relation to his/her transfer.	- RF08 in Excel format - Scanned copy of RF08 with signature of School Head <i>Additional (if needed):</i> Photocopy Birth Cert, Form 137/School Form 10, and Form 138/School Form 9
RF09 <i>Un-enrollment of Learner</i>	A process of removing ineligible learners from the master list.	- RF09 in Excel format - Scanned copy of RF09 with signature of School Head <i>Additional (if needed):</i> Photocopy Birth Cert, Form 137/School Form 10, and Form 138/School Form 9 <i>Additional: Approval of Process Owner*</i>
Incident Report	A process of resolving issues that do not fall into any Request Forms.	- Incident Report in Excel format - Scanned copy of Incident Report with School Head signature <i>Additional (if needed):</i> Photocopy Birth Cert, Form 137/School Form 10, and Form 138/School Form 9 - Screenshot if system error <i>Additional: Approval of Process Owner*</i>

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