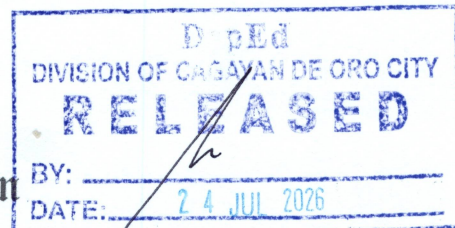




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

23 July 2026

DIVISION MEMORANDUM
No. 463 s.2026

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

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors/DICs
All Program Holders
Private and Public Elementary and Secondary School Heads
ESC and SHSVP Participating School Heads
Alternative Learning System (ALS) Learning Facilitators
All Others Concerned

1. Pursuant to Unnumbered DepEd Memorandum dated July 07, 2026, issued by Usec. Rafaelita M. Aldaba, the Department of Education through the Policy and Planning Service – Education Management Information System Division (PPS-EMISD) hereby announces the commencement of encoding and updating of learner data on the Learner Information System (LIS) for the Beginning of School Year (BOSY) 2026-2027.

2. All public and private schools, SUCs/LUCs offering basic education, Philippine Schools Overseas (PSOs), and Alternative Learning System (ALS) Community Learning Centers under the Schools Division Office of Cagayan de Oro City are directed to update their learners' profiles and accurately encode/tag the following data fields:

- 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. Educational Service Contracting (ESC) Beneficiaries (for GASTPE-participating private schools)
- g. Ethnicity



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/>

Doc. Ref. Code	SDO-OSDS-F004	Rev	00
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Republic of the Philippines
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- h. Indigenous Peoples (IPs) Learners
 - i. Mother Tongue & Other Spoken Languages
 - j. Pantawid Pamilyang Pilipino Program (4Ps) Beneficiaries
 - k. Religion
 - l. School-Based Feeding Program (SBFP) Beneficiaries
 - m. SHS Voucher Beneficiaries (for E-GASTPE-participating private schools)
 - n. Special Needs Education (SNEd) & Classification/Types of Special Needs
3. **ADJUSTED TIMELINE & LOCALIZED TARGET DATES:**
- a. **August 28, 2026** – Localized Division Target Month to complete official LIS enrollment.
 - b. **September 1–30, 2026** – Submission of documentary requirements for the Division Planning Officer's approval of enrollment, transfers, and data corrections.
 - c. **September 30, 2026** – Official National LIS Deadline.
4. **SPECIAL INSTRUCTIONS FOR E-GASTPE PARTICIPATING PRIVATE SCHOOLS:**
- a. All **Educational Service Contracting (ESC)** and **Senior High School Voucher Program (SHSVP)** participating schools are strictly reminded to ensure the accurate tagging of learners in the LIS. Proper tagging guarantees that ESC grantees and SHS Voucher Program Beneficiaries (VPBs) are appropriately prioritized in accordance with the categories set forth under **DepEd Order No. 11, s. 2026** (*Revised Guidelines on the Implementation of Expanded Government Assistance to Students and Teachers in Private Education [E-GASTPE] in the Department of Education*).
 - b. All ESC and SHSVP participating schools must ensure the accurate, validated, and timely encoding and updating of learner and school information in both the **Basic Education Information System (BEIS)** and the **LIS**. **Failure to update data within the prescribed timelines shall constitute a light offense**, as explicitly stipulated in DepEd Order No. 11, s. 2026.
5. **KEY REMINDERS ON LIS ENCODING:**



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- a. **One-Time SHS Enrollment:** Senior High School enrollment shall follow a one-time process regardless of whether the school adopts a three-term or two-semester calendar. Updating end-of-term or end-of-semester statuses per term is no longer required.
 - b. **Strengthened SHS Elective Tagging:** Electives for Grade 11 and Grade 12 SHS learners taken during Term 1 shall be tagged during BOSY encoding, while Terms 2 and 3 electives shall be updated during End of School Year (EOSY) updating.
 - c. **Uniqueness of LRN:** Schools must ensure that every learner possesses only one unique Learner Reference Number (LRN). Learners with existing LRNs must not be assigned a new LRN to preserve the integrity of learner historical records.
6. Technical assistance will be rendered by the **Division Planning Officer** and **IT Officers** to address encoding issues and monitor implementation progress across all districts.
7. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
8. Immediate dissemination of and strict compliance with this Memorandum is directed.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: Memorandum OUF-2026-1619

To be indicated in the Perpetual Index
under the following subjects:
UPDATING ENCODING BOSY

DM-044-SGOD-PR-RSM- Encoding and updating on the learner information system (LIS) for beginning of school year (BOSY) 2026-2027
July 23, 2026



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

Office of the Schools Division Superintendent

Enclosure 1: Enrollment Dashboard STATUS

SY 2026 - 2027 Status of LIS Updating*

172
of 218

	Total schools	Participating schools		Not participating schools	
			%		%
Public	115	114	99.13	1	0.87
Private	101	58	57.43	43	42.57
LUC/SUC	2	0	0.00	2	100.00
Total	218	172	78.90	46	21.10



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ENROLLMENT BOSY - NON PARTICIPATION AS OF JULY 23, 2027

1 403651 - AMA Computer College-Cagayan de Oro City	Private
2 405745 - Asian Business Cabletow Cooperative Academy	Private
3 408466 - Blessed Mother College - Highway Iponan	Private
4 407555 - Blessed Mother College, Tiano Kalambaguhan	Private
5 462017 - Bloomsdale Christian School	Private
6 462027 - CDO Faith Christian School	Private
7 405202 - Childrens Progressive School	Private
8 407086 - Christian Samaritan Health Services and Technical School, Inc	Private
9 409512 - Christian Samaritan Health Services and Technical School, Inc. - Diviso	Private
10 405205 - Christian School For Life	Private
11 405215 - Golden Cedar Christian Academy	Private
12 462032 - Golden Heritage Polytechnic School - SHS (CDO)	Private
13 405217 - Good Shepherd Christian School	Private
14 462060 - Greenland Christian Academy	Private
15 462012 - Gynth School	Private
16 462048 - Happy Land International School	Private
17 462001 - Holy Rosary Kinder School of Agusan, CDO, Inc.	Private
18 411385 - ICBC - New Life Christian Academy Cagayan de Oro, Inc.	Private
19 405748 - Iligan Computer Institute-Cagayan de Oro City	Private
20 406466 - Informatics Computer Institute-Cagayan de Oro Center Inc.	Private
21 405230 - Lifetime Study Center	Private
22 462051 - Little Evangel Christian School Foundation	Private
23 410984 - Living Arrows Bible Baptist Academy, Inc.	Private

24 462057 - Mahalo School	Private
25 462071 - Mary-Infant Jesus School	Private
26 405238 - Montessori De Oro	Private
27 462004 - Oro Bible College PreSchool	Private
28 600347 - Philippine Merchant Marine Academy	LUC/SUC
29 403655 - PHINMA Cagayan De Oro College, Puerto Campus	Private
30 405252 - Pilgrim Christian College	Private
31 462061 - Rivas Christian Academy	Private
32 405254 - Rosevale School	Private
33 462026 - San Antonio of Nazareth Little Angels School	Private
34 405258 - Southern de Oro Phil. College	Private
35 405265 - St. Cecilia Academy	Private
36 405262 - St. Ignatius Learning Center	Private
37 403663 - STI College - Cagayan de Oro	Private
38 405186 - The Abba's Orchard A Maria Montessori School	Private
39 127986 - Tignapoloan Elementary School	Public
40 408661 - Treasure House of God's Graces Early Childhood Center	Private
41 600342 - University of Science and Technology of Southern Philippines	LUC/SUC
42 403665 - Vineyard International Polytechnic College	Private
43 405267 - Vita Basic Education School	Private
44 462047 - Westshire Academy	Private
45 462035 - Xaris-Theos Christian School	Private
46 127986 - Tignapoloan Elementary School	Public



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
Undersecretary
Office of the Secretary

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

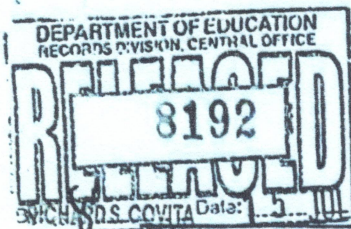
DATE : 07 July 2026

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.**

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.
9. For compliance and dissemination.

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 SSHS 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.



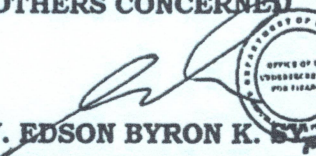
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REGIONAL OFFICE X

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MEMORANDUM
OUF-2026-1619

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ESC AND SHSVP PARTICIPATING SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : ATTY. EDSON BYRON K. 
Assistant Secretary for Finance
Officer-In-Charge
Office of the Undersecretary for Finance

SUBJECT : LEARNER INFORMATION SYSTEM TAGGING FOR SCHOOL
YEAR 2026-2027

DATE : JUL 13 2026

This refers to the use of the Basic Education Enrollment Form (BEEF), in compliance with DepEd Order No. 17, s. 2025, titled "*Revised Basic Education Enrollment Policy*." BEEF is used to collect learners' personal information which shall be used to create and/or update the learner profiles in the Learner Information System (LIS).

Further, DepEd Order No. 27, s. 2019, titled "*Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*," provides that class advisers in public schools and designated school system administrators or school registrars in private schools must ensure that all learner profiles are updated regularly.

In this regard, all Educational Service Contracting (ESC) and Senior High School Voucher Program (SHSVP) participating schools are hereby reminded to ensure the proper tagging of learners in the LIS. Proper tagging ensures that the ESC grantees and SHS Voucher Program Beneficiaries (VPBs) are appropriately prioritized under the categories provided in DepEd Order No. 11, s. 2026, titled "*Revised Guidelines on the Implementation of Expanded Government Assistance to Students and Teachers in Private Education (E-GASTPE) in the Department of Education*."

Furthermore, participating schools are also reminded to correctly tag learners as ESC grantees or SHS Qualified Voucher Recipients (QVRs). For guidance, please refer to the following LIS tagging procedures:

Table 1. LIS Tagging Procedures

Tagging Facility	Manual
Pantawid Pamilyang Pilipino Program (4Ps)	https://tinyurl.com/4PsGuide
Indigenous Peoples	https://tinyurl.com/IPUserGuide
Learners with Special Educational Needs	https://tinyurl.com/LSENGuide
ESC grantees and SHS QVRs	https://tinyurl.com/ESCandSHSQVRIDUserGuide

Source: <https://support.lis.deped.gov.ph/support/>

Lastly, all ESC and SHSVP participating schools must ensure the accurate and timely encoding, updating, and validation of learner and school information in both the BEIS and the LIS. Failure to update data within the prescribed timelines shall constitute a light offense, as stipulated in DepEd Order No. 11, s. 2026.

For immediate dissemination and strict compliance.