



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

September 25, 2023

REGIONAL MEMORANDUM

ORD-2023- 953

To: Schools Division Superintendents
 Division Planning Officers
 Public and Private Elementary and Secondary Schools
 All Others Concerned

**BEGINNING OF SCHOOL YEAR (BOSY) 2023-2024
 ENCODING IN THE LEARNER INFORMATION SYSTEM (LIS)**

1. This is in reference to the attached joint Memorandum dated September 18, 2023 signed by Usec. Nolasco A. Mempin, Undersecretary for Administration; Usec. Revsee A. Escobedo, Undersecretary for Operations; and, Asec. Noel T. Baluyan, Assistant Secretary for Administration and OIC of Planning Service, relative to the above-captioned activity, contents of which are self-explanatory, for information and appropriate action.
2. In lieu of this, all public and private schools, SUCs and LUCs offering basic education, and CLCs are directed to encode and update their learners' data in the LIS. Please ensure the accuracy of all encoded data since these are crucial in planning, allocation of available resources, policy formulation and evidence-based decision making of the Department.
3. For questions and clarifications, please contact the Policy, Planning and Research Division through this email address: pprd.ncr@deped.gov.ph.
4. Immediate dissemination and compliance of this Memorandum is desired.


WILFREDO E. CABRAL, CESO III
 Regional Director

Encl.:
 Unnumbered Memorandum dated September 18, 2023
 Reference:
 DepEd Memorandum dated Sept. 18, 2023
 To be indicated in the Perpetual Index
 Under the following subjects:
 BOSY Data Enrollment





Republic of the Philippines
Department of Education
PLANNING SERVICE

Office of the Director

18 September 2023

MEMORANDUM

FOR: MINISTER, BASIC, HIGHER AND TECHNICAL EDUCATION,
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REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
ALL OTHERS CONCERNED

FROM: NOLASCO A. MEMPIN
Undersecretary for Administration

REYSEL A. ESCOBEDO
Undersecretary for Operations

NOEL T. BALUYAN
Assistant Secretary for Administration
Office-in-Charge
Planning Service

SUBJECT: BEGINNING OF SCHOOL YEAR (BOSY) 2023-2024
ENCODING IN THE LEARNER INFORMATION SYSTEM (LIS)

The Department of Education (DepEd) announces that the **Beginning of School Year 2023-2024 encoding in the LIS shall start on 18 September 2023 and end on 30 October 2023.**

All public and private schools, State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), and Philippine School Overseas (PSO) offering basic education in the country and abroad, 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 enrollment data released by DepEd.

We would also like to reiterate that the BOSY data encoded in the LIS are crucial in planning, allocation of available resources, policy formulation, and evidence-based



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www.depded.gov.ph

Room A-205, 2nd Floor Alonzo Building, DepEd Complex, Meralco Avenue, Pasig City 1600

Telefax No.: (02) 8687-2744; Email: ps.od@depded.gov.ph

decision making of the Department as well as in facilitating the billing of government assistance and subsidies.

The Regional Planning Officers (RPOs) and Division Planning Officers (DPOs) shall provide necessary technical assistance to schools that encounters difficulty in encoding their BOSY enrollment in the LIS and monitor the participation of all schools under their respective jurisdiction.

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.

For further clarifications or questions, please do not hesitate to contact the **Planning Service-Education Management Information System Division** (PS-EMISD) through their email address ps.emisd@deped.gov.ph.