



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

19 September 2024

**REGIONAL MEMORANDUM**

ORD No. 953, s. 2024

**To:** Schools Division Superintendents  
 SDO Planning Officers  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned

**REITERATION IN THE ENCODING ON THE LEARNER INFORMATION SYSTEM (LIS) FOR THE BEGINNING OF THE SCHOOL YEAR (BOSY) 2024-2025**

- Attached is the Unnumbered Memorandum dated 11 September 2024 from Atty. Mel John I. Verzosa, Undersecretary for Administration relative to the above-captioned subject, contents of which are self-explanatory, for information and appropriate action.
- This Office reiterates the provisions of the aforementioned issuance, including the start and deadline for encoding and updating in the LIS, as follows:

Sector	Start Date of Encoding and Updating	Deadline for Encoding and Updating
Private Schools	June 10, 2024	October 31, 2024
State Universities and Colleges /Local Universities and Colleges (SUCs/LUCs)		
Philippine Overseas (PSOs)		
Public Elementary and Secondary Schools	August 27, 2024	
Alternative Learning System Community Learning Centers (ALS CLS)	August 27, 2024	

- Schools that may encounter difficulties encoding their BOSY enrollment in the LIS shall coordinate with the SDO Planning Officer for technical assistance.
- Immediate dissemination and compliance with this Memorandum is desired.

  
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 Director IV



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Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

TO : **MINISTER, BASIC, HIGHER AND TECHNICAL EDUCATION,  
BARMM  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
DIVISION PLANNING OFFICERS  
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY  
SCHOOL HEADS  
ALL OTHERS CONCERNED**

FROM : **ATTY. MEL JOHN I. VERZOSA** *mjt*  
Undersecretary for Administration

SUBJECT : **ENCODING ON LEARNER INFORMATION SYSTEM (LIS)  
FOR BEGINNING OF SCHOOL YEAR (BOSY) 2024-2025**

DATE : 11 September 2024

Collection of accurate, timely and correct data, specifically, in providing the official number of enrolled learners in the schools gathered through the information systems of the Department of Education (DepEd) are vital to support evidence-based policies, decision making, programs and projects in the basic education.

With this, the DepEd through the Planning Service – Education Management Information System Division (PS-EMISD) and Information and Communications Technology Service (ICTS), opened the Learner Information System (LIS) to capture and record the learners officially enrolled in the school for the School Year 2024-2025 including the tagging for the Alternative Delivery Mode (ADM), Body Mass Index (BMI), School-Based Feeding Program (SBFP), Education Service Contracting (ESC) and Senior High School Quality Voucher Recipient (SHS QVR) of each learner.

All private schools, State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), and Philippine School Overseas (PSOs) offering Basic Education in the country and abroad commenced the encoding and updating of the learner's data in the LIS **on June 10, 2024.**

While the public elementary and secondary schools, and Alternative Learning System Community Learning Centers (ALS CLCs) commenced the encoding and updating of the



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learner's data in the LIS **on August 27, 2024**. Moreover, public schools shall intensify the **Child Finding or Mapping activities in their localities** to ensure that all school-age learners are enrolled in the school pursuant to DepEd Order 23 s. 2022 "Child Find Policy for Learners with Disabilities Towards Inclusive Education".

Likewise, the deadline of the abovementioned encoding and updating in the LIS will be on **31 October 2024** and this shall be applicable to all schools and ALS CLCs.

The Regional Planning Officers (RPOs) and Division Planning Officers (DPOs) shall provide 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.

For any clarifications, please do not hesitate to contact the Planning Service – Education Management Information System Division (PS-EMISD) through telephone number: 8635-3958 or email address: [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).

For compliance and dissemination.