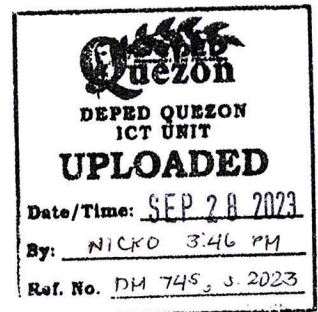




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



27 September 2023

**DIVISION MEMORANDUM**  
**DM No. 745, s. 2023**

**RE-OPENING OF QUICK COUNT ENROLLMENT FOR SCHOOL YEAR 2023-2024  
ENCODING IN THE LEARNER INFORMATION SYSTEM (LIS)**

**To:** Assistant Schools Division Superintendents  
Division/Section Chiefs  
Public Schools District Supervisors  
Public and Private School Heads  
District and School LIS Coordinators  
All Others Concerned

1. Please find attached Memorandum dated September 27, 2023, regarding the Reopening of Quick Count Enrollment for School Year 2023-2024 Encoding in the Learner Information System (LIS).
2. School Heads are advised to update the QC enrollment while also updating the BOSY (Beginning of School Year) enrollment facility.
3. Immediate dissemination and strict compliance with this Memorandum are strongly urged.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

parmjdf09/27/2023  
DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines  
**Department of Education**  
 PLANNING SERVICE

Office of the Director

27 September 2023

**MEMORANDUM**

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

**FROM: NOLASCO A. MEMPIN**  
 Undersecretary for Administration

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

**SUBJECT: RE-OPENING OF QUICK COUNT ENROLLMENT FOR  
 SCHOOL YEAR 2023-2024 ENCODING IN THE LEARNER  
 INFORMATION SYSTEM (LIS)**

The Department of Education announces the **re-opening of the Quick Count Enrollment for School Year (SY) 2023-2024 encoding** in the (LIS).

All public and private schools, State Universities and Colleges/Local Universities and Colleges, and Philippine Schools Overseas offering basic education, as well as the Alternative Learning System-Community Learning Centers (ALS-CLCs) are directed to continue encoding and updating their Quick Count Enrollment in the LIS.

Please be guided accordingly that the Quick Count Enrollment for SY 2023-2024 and Beginning of School Year (BOSY) 2023-2024 in the LIS are both open for encoding and updating. To avoid any confusion, all schools are also instructed to continue at the same time in encoding or updating their BOSY 2023-2024 data in the system.

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

Finally, all schools are also reminded to ensure that all reported data in the LIS are accurate and correct since every data collected in the system are crucial to the



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business of the Department in providing accessible, relevant, and quality education to all Filipino learners.

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](mailto:ps.emisd@deped.gov.ph).



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