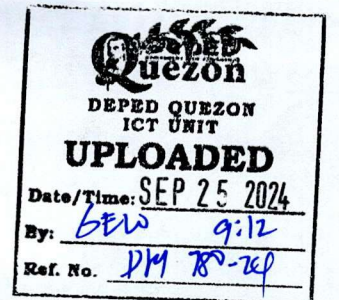




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



16 September 2024

**DIVISION MEMORANDUM**

DM No. 780, s. 2024

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

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

1. In reference to the Memorandum dated September 11, 2024, from the Undersecretary for Administration, please be informed that the encoding of learners in the Learner Information System commenced on June 10, 2024, for private schools and State Universities and Colleges, while public elementary and secondary schools, as well as Alternative Learning System (ALS) Community Learning Centers, began on August 27, 2024 until **October 31, 2024**.
2. The tagging for Alternative Delivery Mode (ADM), Body Mass Index (BMI), School-Based Feeding Program (SBFP), Education Service Contracting (ESC), and Senior High School Voucher Program recipients is also open for updates.
3. Schools with pending requests for either Division or Central Office approval are expected to adhere to **DM 764, S. 2024 MANAGEMENT OF LEARNER INFORMATION SYSTEM IN DEPED QUEZON FOR SCHOOL YEAR 2024-2025** in submitting the required documents.
4. Widest dissemination of and strict compliance with this Memorandum is earnestly desired.

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

Parmjdf09/16/2024

DEPEDQUEZON-TM-SDS-04-009-003



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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** *met*  
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.