



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**Schools Division of Bohol**

**Office of the Schools  
Division Superintendent**

September 9, 2024

**DIVISION MEMORANDUM**

No. 419, s. 2024

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

TO: Assistant Schools Division Superintendent  
Chiefs of CID and OIC Chief of SGOD  
Education Program Supervisor  
Public Schools District Supervisors  
Public and Private Secondary and Elementary School Heads  
All Others Concerned

1. This office announces the opening of the enrollment and encoding facility per learner in the Learner Information System (LIS) for the Beginning of School Year 2024-2025.
2. All public and private schools including the Alternative Learning System (ALS) are directed to encode ALL learners, who are currently enrolled since July 29, 2024.
3. Relative to the above-mentioned, all School Heads and PSDSs are directed to intensify and conduct close monitoring of the enrollment and encoding of learners in the system.
4. Please refer to DO 3, s. 2018 – The Basic Education Enrollment Policy, DO 54, s. 2016 – Guidelines on the Request and Transfer of Learner's School Record and DO 47, s 2016 – Omnibus Policy on Kindergarten Education and other issuances pertaining to enrollment for additional information and guidance.
5. For technical assistance contact SGOD Planning and Research Section.
6. Immediate and strict compliance to this memorandum is desired. Thank you.

*for: [Signature]*  
**CASIANA P. CABERTE PhD, CESO VI**  
Schools Division Superintendent  
*[Signature]*