



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

**Office of the Schools Division
Superintendent**

September 19, 2024

DIVISION MEMORANDUM
No. 446, s. 2024

**ADDENDUM TO DM No. 419, S. 2024 RE: BEGINNING OF SCHOOL YEAR (BOSY)
ENROLLMENT AND ENCODING IN THE LEARNER INFORMATION SYSTEM (LIS)
FOR SY 2024-2025**

To: **Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private School Heads
All Other Concerns**

1. Attached is the Unnumbered DepEd Memorandum from the Office of Atty. Mel John I. Verzosa, Undersecretary for Administration dated September 11, 2024 entitled "Encoding on Learner Information System (LIS) for Beginning of School Year (BOSY) 2024-25, which is self-explanatory.
2. **Tagging** for the Alternative Delivery Mode (ADM), Body Mass Index (BMI), School-Based Feeding Program (SBFP), Education Service Contracting (ESC) and Senior High School Qualified Voucher Recipient (QVR) of each learner in the LIS are now opened and deployed.
3. **Pending Transfers** reflected in the school accounts in the system shall be acted ASAP accordingly.
4. The **deadline** of the abovementioned encoding and updating in the system will be on **October 31, 2024, at 11:59 PM** and this will be applicable to all public and private schools including the Alternative Learning System CLCs.
5. Other provisions stipulated in the Division Memorandum are still in effect.
6. For strict and widest dissemination. Thank you.

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



Address: 0050 Lino Chatto Drive Barangay Cogon,
Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
Email Address: deped.bohol@deped.gov.ph





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

TO : **MINISTER, BASIC, HIGHER AND TECHNICAL EDUCATION,
BARM
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** *mdt*
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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@depedphilippines



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www.deped.gov.ph

Room 508, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600

Telephone No.: (02) 8638-1780; Email: usecforadministration@deped.gov.ph

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.

For compliance and dissemination.