



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

**Office of the Schools
Division Superintendent**

July 2, 2025

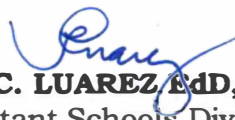
DIVISION MEMORANDUM

No. 407 s. 2025

**BEGINNING OF SCHOOL YEAR (BOSY) ENROLLMENT AND ENCODING IN THE
LEARNER INFORMATION SYSTEM (LIS) FOR SCHOOL YEAR 2025-2026**

TO: 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 2025-2026.
2. All public and private schools including the Alternative Learning System (ALS) are directed to encode ALL learners, who are currently enrolled since June 16, 2025.
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 17, s. 2025 – Revised Basic Education Enrollment Policy, DO 15, s. 2025 – Amendment to Omnibus Policy on Kindergarten Enrolment, 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.


FAY C. LUAREZ, EdD, PhD TM, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent