



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

**Office of the Schools  
Division Superintendent**

November 24, 2025

DIVISION MEMORANDUM  
No. **810** , s. 2025

**REMINDER ON ENROLLMENT AND DATA VALIDATION IN THE LEARNER  
INFORMATION SYSTEM (LIS) FOR SY 2025-2026**

To: Public Schools District Supervisors  
Public and Private School Heads and Administrators  
All Others Concerned

1. Pursuant to the attached DepEd Memorandum signed by Atty. Gerard L. Chan, titled, Reminder on Enrollment and Data Validation in the LIS for SY 2025-2026, all public and private schools including the Alternative Learning System (ALS) are strictly reminded of the following:

- Enrollment of all learners, validate their records, and ensure the accuracy, completeness, and timeliness of enrollment data in the LIS.
- Pending requests, such as change of Basic Profile, Correction of Grade Levels including Pending Transfers from the originating schools shall be acted upon without delays.
- Private schools are directed to **CONFIRM WITH UNSETTLED ACCOUNTS** those transferred-out learners with balances.

2. Official SY 2025-2026 enrollment will be generated before the end of the SY, as basis for planning, budgeting, reporting and computing education performance indicators.

3. Widest and strict compliance is desired. Thank you.

  
**FAY C. LUAREZ EdD, PhD TM, CESO VI**  
Schools Division Superintendent



Deped Tayo Bohol Division


Address: 0050 Lino Chatto Barangay Cogon,  
Tagbilaran City, Bohol  
Telephone No.: (038) 411-2544  
email Address: [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph)  
 [www.depedbohol.org](http://www.depedbohol.org)



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

**MEMORANDUM**  
2025-PPS-OD-11-033

**FOR:** **MINISTERS, 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  
PHILIPPINE SCHOOLS OVERSEAS HEADS  
ALL OTHERS CONCERNED**

**FROM:**   
**ATTY. GERARD L. CHAN**  
Undersecretary  
Officer-in-Charge  
Office of the Assistant Secretary for Strategic Management

**SUBJECT:** **Reminder on Enrollment and Data Validation in the Learner  
Information System for SY 2025-2026**

**DATE:** November 18, 2025

In accordance with DepEd Order No. 17, s. 2025, titled "Revised Basic Education Enrollment Policy", all schools and Alternative Learning System (ALS) Community Learning Centers (CLCs) are hereby directed to enroll all learners, validate their records, and ensure the accuracy, completeness, and timeliness of enrollment data in the Learner Information System (LIS).

All concerned are reminded of the following:

1. Enrollment in the LIS shall remain open for the duration of the school year. Pending requests or transactions related to the LIS must be acted upon without delay.
2. Regional and Schools Division Offices shall closely monitor compliance and provide the necessary technical assistance to ensure the timely and accurate encoding and updating of learner and enrollment data.



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3. Official SY 2025-2026 enrollment will be generated before the end of the school year, and this shall serve as the basis for planning, budgeting, reporting, and computing education performance indicators.

For reference, the division-level comparison among School Year 2025-2026 Enrollment (as of October 30, 2025), Official School Year 2024-2025 Enrollment, and projected school-age population based on the 2020 Census of Population and Housing from the Philippine Statistics Authority is available in this link: <https://tinyurl.com/OCT30Enrollment>.

For any clarifications, please contact the PPS-Education Management Information System Division through telephone numbers (02)8638-2251/8637-6204 or email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).

Thank you.



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