



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

**Office of the Schools
Division Superintendent**

June 18, 2026

DIVISION MEMORANDUM
No. 378, s. 2026

**ENCODING OF QUICK COUNT ENROLLMENT IN THE LEARNER INFORMATION
SYSTEM (LIS) AND UPDATING OF SCHOOL PROFILE IN THE ENHANCED
BASIC EDUCATION INFORMATION SYSTEM (EBEIS)
FOR SCHOOL YEAR (SY) 2026-2027.**

To: **Assistant Schools Division Superintendent
Chief SGOD and OIC - CID
Education Program Supervisors
Private & Public Elementary and Secondary School Heads/ OICs
Division Alternative Learning System (ALS) Coordinators
District LIS/ ICT Coordinator
All Others Concerned**

1. For the information and guidance of all concerned, attached is a copy of the Unnumbered Memorandum dated June 1, 2026 from Undersecretary Rafaelita M. Aldaba, PhD, and Regional Memorandum No. 0516, s. 2026, regarding the Encoding of Quick Count Enrollment in the Learner Information System (LIS) and Updating of School Profile in the Enhanced Basic Education Information System (EBEIS) for School Year (SY) 2026-2027.
2. Furthermore, attached is the list of schools with a status of ***“Not or partially submitted”*** in the Enrollment Quick Count as of June 17, 2026 @ 5:00 PM.
3. Immediate dissemination of, and strict compliance with, this Memorandum is hereby directed.


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

SGOD P&R/OFFICE/INITIALS OF THE HEAD/initials of the encoder



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STATUS OF ENROLLMENT QUICK COUNT

NOT OR PARTIALLY SUBMITTED

BOSY 2026-2027

As of June 17, 2026

School	
1	446626 - Albuquerque Hilltop Learning School, Inc. Kinder & Grade 1-6 PONONG, ALBURQUERQUE, Bohol, Region VII
2	446634 - Beracha Christian Gospel Academy Inc. Kinder, Grade 1-6, Grade 7-10 CANTAGAY, JAGNA, Bohol, Region VII
3	404283 - BIT International College-Talibon, Inc. Grade 7-10 & Grade 11-12 SAN JOSE, TALIBON, Bohol, Region VII - <i>applied for closure</i>
4	404232 - Blessed Elena Kindergarten School Kinder POBLACION (CALINGGANAY), ALICIA, Bohol, Region VII
5	407994 - Bohol College of Science and Technology, Inc. - Pilar Campus Grade 11-12 POBLACION, PILAR, Bohol, Region VII - <i>applied for closure</i>
6	409350 - Bohol IFI Kindergarten School, Inc. Kinder MATIN-AO, SIERRA BULLONES, Bohol, Region VII
7	410948 - Bohol IFI Kindergarten School, Inc. -(Alicia Branch) Kinder POBLACION (CALINGGANAY), ALICIA, Bohol, Region VII
8	407977 - BOHOL MARANATHA CHRISTIAN ACADEMY INC. - BADIANG BRANCH Grade 1-6 & Grade 7-10 BADIANG, SIKATUNA, Bohol, Region VII
9	446503 - Bohol Northwestern Colleges Kinder, Grade 1-6, Grade 7-10 & Grade 11-12 POBLACION, CATIGBIAN, Bohol, Region VII
10	409514 - Catar Easter School, Inc. Kinder CATARMAN, DAUIS, Bohol, Region VII
11	403266 - Cristal e-College Panglao Campus Grade 11-12 TAWALA, PANGLAO, Bohol, Region VII
12	446556 - Dais Christian School, Inc. Kinder POBLACION, DAUIS, Bohol, Region VII
13	409351 - Dimiao Christian Academy, Inc. Kinder TAONGON CAN-ANDAM, DIMIAO, Bohol, Region VII
14	446558 - Galbreath International School Kinder, Grade 1-6, Grade 7-10 TUGAS, GETAFE, Bohol, Region VII
15	404296 - Holy Child Academy (Bien Unido) Grade 7-10 & Grade 11-12 POBLACION (BIEN UNIDO), BIEN UNIDO, Bohol, Region VII

16	446544 - International Academe of EnScieMa
	Kinder, Grade 1-6, Grade 7-10 & Grade 11-12
	422-0099 09998530768 jose.caberte@yahoo.com
17	446534 - Kabataan Learning Center of St. John of the Cross Parish Cahayag, Tubigon, Bohol, Inc.
	Kinder
	ILIHAN NORTE, TUBIGON, Bohol, Region VII
18	446633 - Landmark Baptist Christian Academy
	Kinder, Grade 1-6, Grade 7-10
	TOTOLAN, DAUIS, Bohol, Region VII
19	446537 - Liberty Christian Academy of Panglao
	Kinder, Grade 1-6, Grade 7-10
	LOURDES, PANGLAO, Bohol, Region VII
20	446511 - Mater Dei College Inc.
	Kinder, Grade 1-6, Grade 7-10 & Grade 11-12
	CABULIHAN, TUBIGON, Bohol, Region VII
21	404237 - Saint Anthony Academy - Batuan
	Grade 7-10 & Grade 11-12
	POBLACION SUR, BATUAN, Bohol, Region VII
22	446619 - St. Joseph's Children's Centre of the Ursuline Missionaries of the Sacred Heart o- Panglao Branch
	Kinder & Grade 1-6
	BIL-ISAN, PANGLAO, Bohol, Region VII
23	410950 - Tiny Thoughts Kinder House, Inc.
	Kinder & Grade 1-6
	SAWANG (POB.), GUINDULMAN, Bohol, Region VII
24	446541 - Trinitas Learning Center, Inc.
	Kinder, Grade 1-6, Grade 7-10
	MOTO SUR (POB.), LOON, Bohol, Region VII
25	404259 - UB-Loon Institute
	Kinder, Grade 1-6, Grade 7-10 & Grade 11-12 attached to Tertiary
	MOTO NORTE (POB.), LOON, Bohol, Region VII



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

11 JUN 2026

No. **0516** s. 2026

ENCODING OF QUICK COUNT ENROLLMENT IN THE LEARNER INFORMATION SYSTEM (LIS) AND UPDATING OF SCHOOL PROFILE IN THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) FOR SCHOOL YEAR (SY) 2026-2027

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum CO-PS-2026-06-1257 dated 01 June 2026 of the Office of the Undersecretary for Philippine Qualifications Framework Secretariat, Policy and Planning Service, and Education Center for Artificial Intelligence Research, titled "Encoding of Quick Count Enrollment in the Learner Information System (LIS) and Updating of School Profile in the Enhanced Basic Education Information System (EBEIS) for School Year (SY) 2026-2027," for the information and guidance of all concerned.
2. With reference to Section 1.c of the attached Memorandum, designating the Policy, Planning, and Research Division (PPRD) of the Regional Office, in coordination with the School Governance and Operations Division - Planning and Research Section (SGOD-PRS) of the Schools Division Offices (SDOs), as jointly responsible for overseeing the Quick Count enrollment encoding of all schools and Division ALS Coordinators within their respective jurisdictions. The PPRD and SGOD-PRS shall likewise provide technical assistance to schools and Division ALS Coordinators experiencing difficulties with data entry and monitoring to ensure seamless encoding of learners in the LIS.
3. All concerned SDO officials are reminded that Quick Count enrollment encoding covers the period June 4-30, 2026. Timely, accurate and daily encoding is essential to ensure the availability of reliable enrollment data for regional planning and decision-making.
4. For queries, contact the PPRD through Ms. Helen D. Sabino, Chief Education Supervisor (0917-717-4965) or Ms. Ada G. Dayondon, Planning Officer III (0995-519-1667).
5. Immediate dissemination of this Memorandum and strict compliance are directed.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ABB/FYA/PPRD/HDLSS/agd



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DepEd Tayo Region VII



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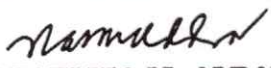


Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR PHILIPPINE QUALIFICATIONS FRAMEWORK SECRETARIAT,
POLICY AND PLANNING SERVICE, EDUCATION CENTER FOR ARTIFICIAL INTELLIGENCE RESEARCH

MEMORANDUM

FOR : **MINISTER OF BASIC, HIGHER, AND TECHNICAL
EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
POLICY, PLANNING, AND RESEARCH DIVISION CHIEFS
QUALITY ASSURANCE DIVISION CHIEFS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
DIVISION ALS COORDINATORS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOLS
HEADS OF STATE/LOCAL UNIVERSITIES AND COLLEGES
PHILIPPINE SCHOOLS OVERSEAS
ALL OTHERS CONCERNED**

FROM : 
RAFAELITA M. ALDABA, PhD,
Undersecretary
Office of the Secretary

SUBJECT : **Encoding of Quick Count Enrollment in the Learner
Information System (LIS) and Updating of School Profile in
the Enhanced Basic Education Information System
(EBEIS) for School Year 2026-2027**

DATE : June 01, 2026

The Department of Education issues this Memorandum to guide schools for the Beginning of School Year 2026-2027 data collection activities, specifically on the daily reporting of the Quick Count Enrollment in the LIS and updating of the school profiles in the EBEIS from **June 04-30, 2026**. These activities are crucial in ensuring the availability of accurate and timely education statistics that support evidence-based and informed decision-making across all levels of governance.

Aligned with the provisions stipulated in DepEd Order No. 27, s. 2019 (*Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*), all concerned personnel shall be guided by the following instructions:

1. Reporting of Quick Count Enrollment

- a. All school heads/authorized personnel of public and private elementary and secondary schools, State/Local Universities and Colleges (SUCs/LUCs) offering basic education, Philippine Schools Overseas (PSO),

and the Division Alternative Learning System (ALS) Coordinators are directed to encode daily enrollment by grade level and sex at the LIS Quick Count Facility from **June 04 - 30, 2026**.

- b. For Strengthened Senior High School, Quick Count enrollment data shall be reported in this manner: (1) Academic Track under the General Academic Strand (GAS); and (2) the Technical-Professional (Tech-Pro) under the Technical-Vocational-Livelihood (TVL) Track. This shall apply to all Grade 11 learners in public schools and Grade 12 learners in pilot implementers of SSSS.
- c. The Policy, Planning, and Research Division (PPRD) of the Regional Office (RO), in coordination with the School Governance Operations Division – Planning and Research Section (SGOD-PRS) of Schools Division Offices (SDOs), shall jointly oversee the quick count enrollment encoding of all schools and Division ALS Coordinators under their respective jurisdiction. Likewise, they shall provide technical assistance to schools and Division ALS Coordinators experiencing difficulties with data entry and monitoring to ensure a seamless encoding of learners in the LIS.

2. Updating of School Profile

The updating of the school profile in the EBEIS is part of the housekeeping process in the system that shall be done by responsible personnel across all levels of governance.

At the Regional Level

- a. The **Regional Planning Officers** (RPOs) shall facilitate the creation of school profiles and issuance of School IDs of newly-established public and private schools, schools converted into integrated schools, and separated public annex schools, including the change of administrative level, school sub-classification, and school type.

At the Division Level

- b. The **Division Planning Officers** (DPOs) shall be responsible for:
 1. Updating schools' curricular offering classification (COC), and ensuring information shall be consistent with the copy of the document from the region reflecting the approved school COC;
 2. Updating schools' school classification, and school name, and renaming of the school;
 3. Processing of the closure of schools with submission of a letter of intent for permanent or temporary closures; and
 4. Assigning school head, updating plantilla positions-including assignment of user account and role.

At the School Level

- c. The **School Head** shall update their school profile to ensure the correctness of the school address, contact details (*telephone numbers, email address, website, if any*), date of establishment, and class organization (*multigrade, monograde, or combination*).

3. Specific Instructions on the Creation/Issuance and Merging of School ID, and Closure of Schools in the EBEIS

To ensure that all necessary processes related to the reporting of data and in establishing an accurate official count of schools are adhered to, all concerned personnel shall be guided by the following instructions:

Creation/Issuance and Merging of School ID

- a. To facilitate the creation of new school IDs, the **focal person from the Quality Assurance Division (QAD)** shall ensure the timely endorsement of approved documents of public schools (establishment, conversion into integrated schools, and separation) and permits to operate of private schools to the **PPRD**.
- b. RPOs shall facilitate the **creation or issuance of school IDs from June 04, 2026, to October 31, 2026** in the EBEIS. Only new schools with approved permits/authority to operate, with effectivity starting SY 2026-2027 shall be created or issued a school ID. Likewise, it shall be endorsed to the Policy and Planning Service – Education Management Information System (PPS-EMISD) for confirmation and subsequent submission to the Finance Service for possible inclusion and updating of records in the General Appropriations Act (GAA).
- c. For newly converted public schools into integrated schools, the DPOs are instructed to **immediately facilitate the request for merging of school IDs through the LIS Ticketing System**, and this shall be done **earlier than October 31, 2026**, to provide ample time for the Information and Communications Technology Service – User Support Division (ICTS-USD) to process the merging in the system.

Closure of Schools in the EBEIS

- a. The closure of schools in the EBEIS shall be in accordance with Section 43 of DepEd Order No. 88, s. 2010 (2010 Revised Manual of Regulations for Private Schools in Basic Education) and shall be done **on or before October 31, 2026**.
- b. For the voluntary closure of the school, the RPO shall ensure that it is supported by a letter of intent from the school and that the transfer of learners' documents/records to the Division has been facilitated.
- c. For the involuntary closure of schools, the focal person from the QAD shall endorse the list of schools under this classification to the PPRD for proper documentation and processing of closure in the system.

4. Guide in Updating School Head Information in the EBEIS and LIS

- a. Using the Division System Admin/Division Planning Officer account, the school head information shall first be changed/updated in the EBEIS and later on in the LIS.
- b. The school System Admin shall regularly conduct cleansing of the system accounts assignment.

Finally, a separate Memorandum will be issued for the LIS-BOSY 2026-2027 updating and necessary tagging in the system.

For any clarifications, please coordinate with your respective **Division Planning Officers** (DPOs), or contact the **Policy and Planning Service - Education Management Information System Division** (PPS-EMISD) through telephone numbers (02) 8638-2251/8637-6204 or email at ps.emisd@deped.gov.ph.

Immediate dissemination of this Memorandum is desired.