



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

**TO :** MINISTER, 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  
ALL OTHERS CONCERNED

**FROM :** **ATTY. MEL JOHN I. VERZOSA** *mt*  
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



DepEd Philippines



@depedphilippines



@DepEd\_PH



www.deped.gov.ph

Room 508, 5<sup>th</sup> Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600

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

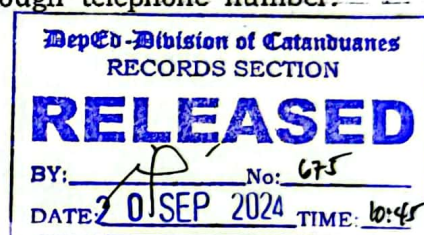
learner's data in the LIS on **August 27, 2024**. Moreover, public schools shall intensify the **Child Finding or Mapping activities in their localities** to ensure that all school-age learners are enrolled in the school pursuant to DepEd Order 23 s. 2022 "Child Find Policy for Learners with Disabilities 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](mailto:ps.emisd@deped.gov.ph).

For compliance and dissemination.




September 18, 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/In-Charge of the Districts  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

The 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.

The deadline of the abovementioned encoding and updating in the LIS will be **31 October 2024** and this shall be applicable to all schools and ALS CLCs.

For information, immediate and strict compliance.

  
**CECILE C. FERRO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent