



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

2025-67 00051

July 2, 2025

DIVISION MEMORANDUM

No. , **178** s. 2025

**CONDUCT OF ENROLLMENT, TAGGING, AND ENCODING OF LEARNERS'
BASIC PROFILE IN THE LEARNER INFORMATION SYSTEM (LIS) FOR THE
BEGINNING OF SCHOOL YEAR (BOSY) 2025-2026**

To : Asst. Schools Division Superintendent
All Public Elementary & Secondary School Heads
President/Registrar, St. Dominic College of Batanes, Inc.
Education Program Specialist – ALS
Division Planning Officer

1. Pursuant to DepEd Order Nos. 015 and 017, this Office announces that the online enrollment and tagging of learners in the Learner Information System (LIS) is now open for encoding of learners.
2. All class advisers of public and private elementary and secondary schools offering basic education, and Alternative Learning System (ALS) are obliged to encode and update learners' profile in the LIS as stipulated in DepEd Order No. 005, s.2024 Item V. *Guidelines and Procedures*, sub-item A.3 *Teacher Ancillary Tasks*.
3. All public elementary and secondary schools shall use as official reference the duly accomplished **Basic Education Enrolment Form (BEEF)** (*Revised as of May 15, 2025*), **Confirmation Slip**, and **Modified ALS Enrolment Form (AS2)**, to ensure that necessary information in encoding learners, and other data, are properly captured.
4. Please be reminded that the following features of the system are now available in for the tagging of learners:
 - a. ADM, BMI, SBFP, and Learners with Special Needs
 - b. ESC and SHS QVR for Private Schools
 - c. Enrollment of Kindergarten particularly for learners whose birth date is between November 1 to December 31 of the current SY, please refer to Inclosure No. 1 for the user guide
5. The School Governance and Operations Division, through the Division Planning Officer, shall closely monitor online/onsite and directly provide necessary technical assistance to address issues and concerns to ensure compliance with guidelines. Particular attention must be given to schools with no access to internet connectivity. At the school level, School ICT/LIS Coordinators are also expected to provide technical assistance.




Address: Basco, Batanes, 3900
Contact No.: 09687467949, 09539704860
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://depedbatanes.ph>

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	1

6. Division deadline of encoding & tagging is on or before **July 25, 2025**.
7. Due to intermittent internet connectivity in the whole province, all schoolteachers/personnel involved in the conduct of the LIS online updating of learners' profile are entitled for service credit. School Heads are directed to prepare pertinent documents to support the activity such as a School Memorandum containing the names of involved teachers/personnel and Action Plan (to be approved by the Head of the Agency).
8. Immediate dissemination of and strict compliance with this Memorandum is highly desired

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent


VIOLETA B. GASILAO
Chief Education Supervisor, CID
Officer-in-Charge

Encl: As stated

References: DepEd Order No. 015, s. 2025
DepEd Order No. 017, s. 2025

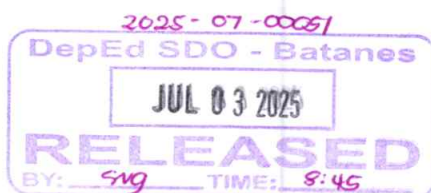
To be indicated in the Perpetual Index
Under the following subjects:

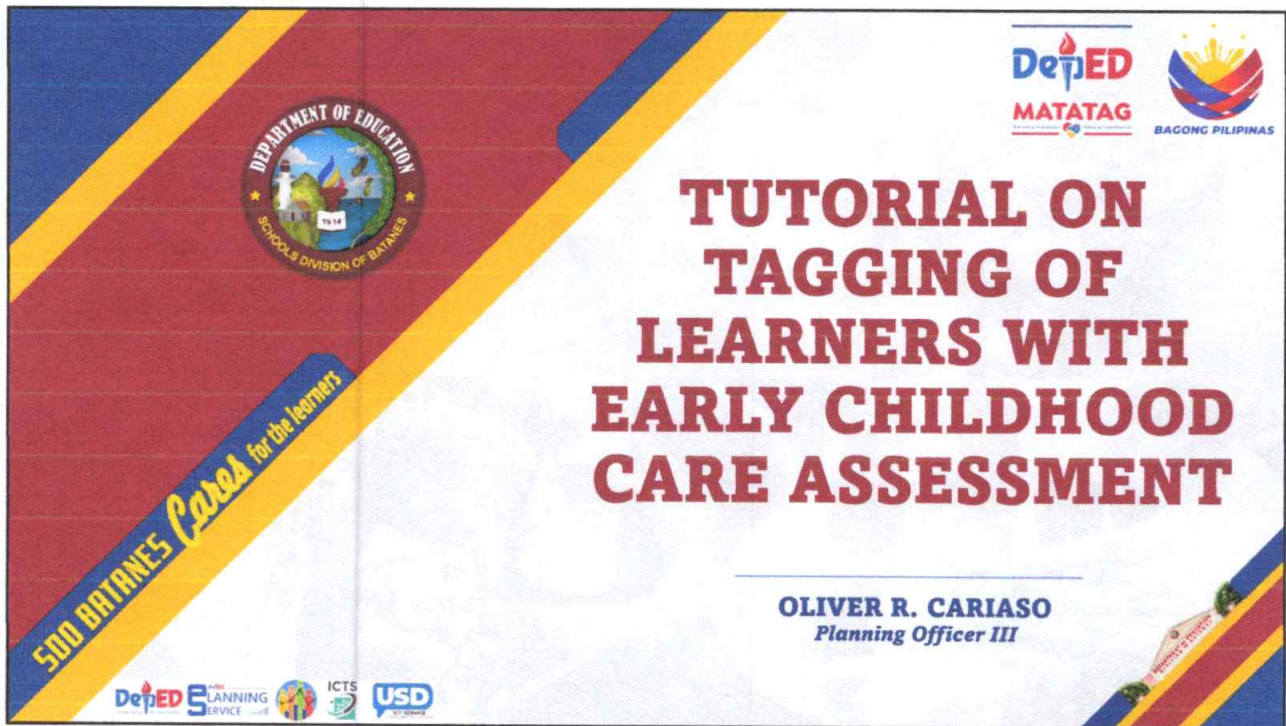
ENROLMENT

LEARNERS

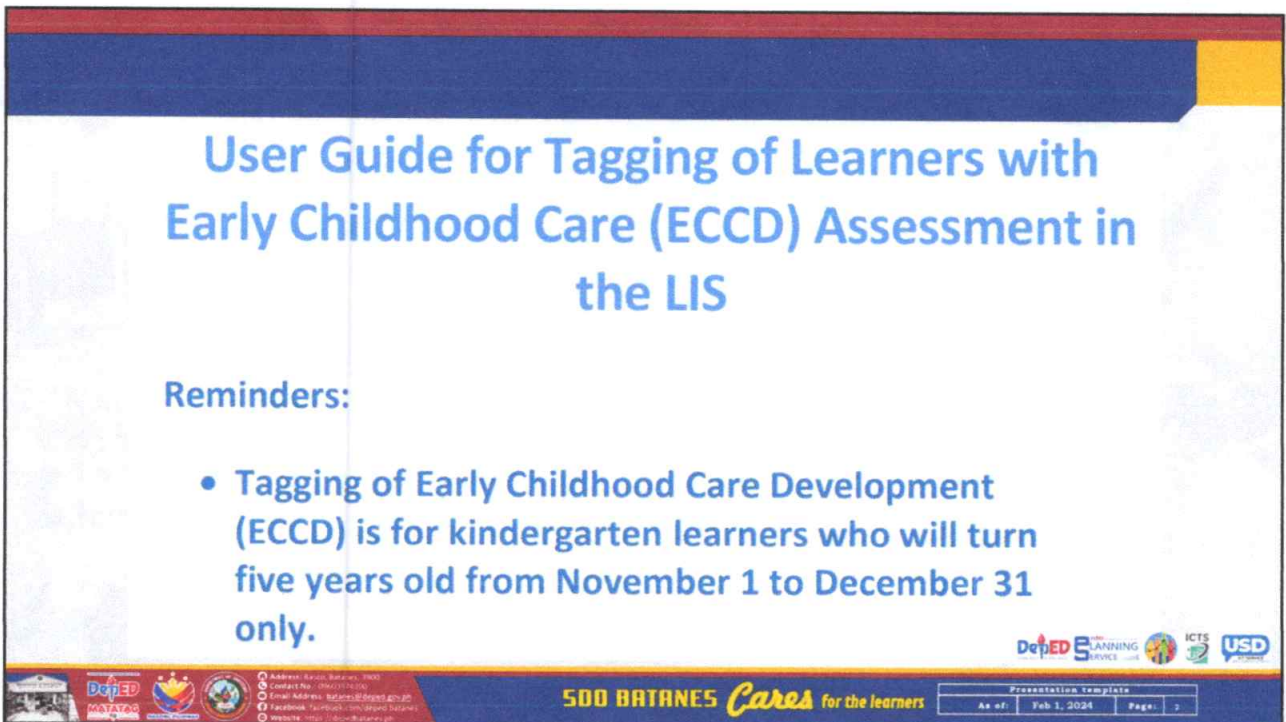
BASIC EDUCATION

SGOD/myn/orc/DM-LIS-BOSY2025-26
July 2, 2025





1



2

Steps:

- #1  Go to the LIS website <http://lis.deped.gov.ph/> and log in using the school user account.

Please sign in

Username

Password

[Sign in](#)

Forgot password?


For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.



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As of: Feb 1, 2024 Page: 2

3


- #2  Once logged in, click the Learner Information System link.

DepEd Apps

[Learner Information System](#)

Enhancing Basic Education Information System

Building Information System (BIS) - DepEd Division Office

- #3  In the Dashboard, click the List of Classes tab.

Dashboard

Early Registration

Quick Count

[List of Classes](#)

Transfers

School Forms

Data Corrections

Support

- #4  Click the Enroll button and Proceed Enrolment

Kindergarten

Masterlist

Overview

[Enroll Learner](#)



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As of: Feb 1, 2024 Page: 4

4

Kinder Enrolment

Use applicable documents as source to ensure accuracy of this enrolment transaction.

- NSO/Birth/Baptismal certificate
- Form 137/138

Proceed Enrolment

#5 Click search LRN/ search by name.

Search Parameters Cancel Search

Search by LRN Search by Name

Last name *

First name *

Search

Address: Batanes, Batanes 1900

Contact No.: 0927-11302

Email Address: batanes@deped.gov.ph

Facebook: batanes1900.com/depd-batanes

Website: www.batanes.gov.ph

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As of: Feb 1, 2024 Page: 1

5

#6 Click the New Record button.

Record of

Make sure search parameters are correct

No, this is correct. Create new record

Create a new record with the following details

First name

Last name

New Record

#7 Fill in the learner's information. Make sure to enter the birth date correctly

Location

Last name

First name

Middle name

Extension name

Birth date

Gender

Class

Address: Batanes, Batanes 1900

Contact No.: 0927-11302

Email Address: batanes@deped.gov.ph

Facebook: batanes1900.com/depd-batanes

Website: www.batanes.gov.ph

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6

#8 Complete the learner's secondary data, then check the box labeled 'Undergone an Early Childhood Care and Development (ECCD) Assessment'.

Level of Study: **Kindergarten** **ABAC** **Procedural**

Learner

Last Name: **NO**
First Name: **EMILY**
Middle Name: **NO**
Birthdate: **2025-11-20**
Gender: **F**

Enrollment

School Year: **2025 - 2026**
Grade & Section: **Kindergarten - ABAC**
Date of First Attendance: **2025-09-16**

☐ Adopt Language and Values Education
☐ Alternative delivery mode
☒ Undergone an Early Childhood Care and Development (ECCD) assessment

#9 Notification appears that the learner has been enrolled.

Masterlist Enroll Learner

Learner enrollment saved.

Overview

Adviser Non assigned

Warning: The following requires immediate attention:
no class adviser

Summary

No of learners	Male	Female	Total	CCT Recipient	Male	Female	Total
1	0	1	1	0	0	1	1

500 BATANES Cares for the learners

Address: DepEd Batangas - 2001
 Contact No.: 0927111111
 Email Address: batangas@deped.gov.ph
 Facebook: batangas@deped.gov.ph
 Website: http://batangas.deped.gov.ph

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 As of: Feb 1, 2024 Page: 1

7

#10 The ECCD learner summary will be automatically updated.

Masterlist Enroll Learner

Learner enrollment saved.

Overview

Adviser Non assigned

Warning: The following requires immediate attention:
no class adviser

Summary

No of learners	Male	Female	Total	CCT Recipient	Male	Female	Total
1	0	1	1	0	0	1	1

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Presentation Template
 As of: Feb 1, 2024 Page: 1

8