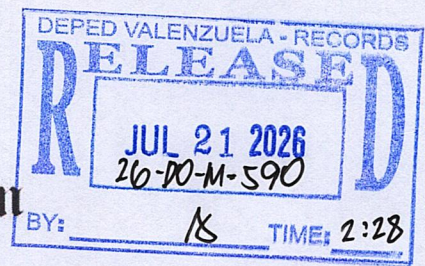




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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. *0594*, s. 2026

**ONLINE ORIENTATION ON THE LEARNER INFORMATION SYSTEM
ENROLLMENT FOR SCHOOL YEAR 2026-2027**

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private School Administrators
School LIS/BEIS Coordinators
School Registrars
All Others Concerned

1. Pursuant to the announcement posted in the Learner Information System (LIS), the Beginning-of-School-Year (BOSY) Enrollment Facility for Kindergarten to Grade 10 for School Year 2026-2027 is open from July 13 to September 30, 2026.
2. To ensure the accurate and proper enrollment of learners, minimize encoding and tagging errors, and clarify relevant policies and procedures, the Schools Division Office of Valenzuela City, through the Planning and Research Unit, shall conduct an Online Orientation on the Learner Information System Beginning-of-School-Year Enrollment for School Year 2026-2027.
3. All concerned schools are strongly advised to attend the orientation before proceeding with the enrollment and updating of learners in the system. The activity aims to discuss updates on the LIS BOSY Enrollment Facility for SY 2026-2027, review the proper procedures for enrolling, updating, and tagging learners, address common encoding errors encountered by school personnel, clarify relevant LIS policies, guidelines, and data requirements, and discuss concerns and issues related to learner enrollment and updating.
4. The orientation shall be conducted online according to the following schedule:

Date and Time	Participants
Public Schools July 22, 2026 Wednesday, 9:00 a.m. onwards	Public Schools District Supervisors; School Head; designated School LIS/BEIS Coordinator; and one Master Teacher or designated teacher representative whose schedule permits participation



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Date and Time	Participants
Private Schools July 23, 2026 Thursday, 9:00 a.m. onwards	School Administrator; School LIS In-Charge and/or Registrar

5. The School LIS/BEIS Coordinator or LIS In-Charge must be the personnel who is directly involved in the enrollment, updating, validation, and management of learner information in the LIS.
6. The attendance of the Master Teacher or designated teacher representative shall be subject to the policy on the uninterrupted instructional block. School heads and administrators shall designate teaching personnel who have no teaching assignment or scheduled instructional activity during the orientation.
7. Participation in the activity shall not result in the suspension, shortening, or disruption of classes. No teacher shall be withdrawn from an ongoing class, and no learner shall be left unattended solely to enable a teaching personnel to attend the orientation.
8. Should the identified Master Teacher or teacher representative have a teaching assignment during the scheduled activity, the School Head may designate another qualified personnel who is directly involved in LIS implementation and whose participation will not affect the conduct of classes.
9. The online meeting links and other activity details shall be posted in the respective official group chats of public and private schools. Participants are advised to use their official names and school names upon entering the online meeting platform for proper attendance monitoring.
10. School heads and administrators are requested to ensure that the personnel who will be directly responsible for the enrollment and updating of learners in the LIS are properly represented during the orientation.
11. Immediate and wide dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

sgod/csj
July 16, 2026



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