



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

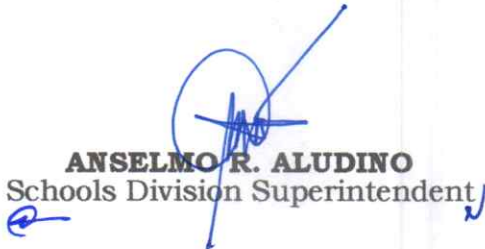
No. **375** s. 2026

10 JUN 2026

**DISSEMINATION OF THE MEMORANDUM ON THE ENCODING OF QUICK  
COUNT ENROLLMENT IN THE LIS AND UPDATING OF SCHOOL PROFILE IN  
THE EBEIS FOR SY 2026-2027**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
All School Heads (Public, SUCs and Private)  
Division ALS Coordinator  
All Others Concerned

1. Attached is the Memorandum dated June 01, 2026 from 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 2026-2027."
2. In this regard, all concerned schools are directed to encode the Quick Count Enrollment in the Learner Information System (LIS) and update their School Profile in the EBEIS from **June 04 to 30, 2026**, in accordance with the instructions provided in the attached Memorandum.
3. The Division Planning Office/SGOD-Planning and Research Section shall monitor compliance and provide technical assistance to schools, as necessary.
4. Immediate dissemination of and strict compliance with this Memorandum are directed.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: None  
Reference: None  
To be included in the Perpetual Index  
Under the following subject:

BASIC EDUCATION      DATA      ENROLLMENT      PLANNING

SGOD/dro/ 26011 Dissemination of the Memorandum on the Encoding of Quick Count Enrollment in the LIS And Updating of School Profile in the EBEIS for SY 2026-2027



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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 *ref*  
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 SSSHS.
- 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](mailto:ps.emisd@deped.gov.ph).

Immediate dissemination of this Memorandum is desired.