



-2511-1885

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. **919** s. 2025

REMINDER ON ENROLLMENT AND DATA VALIDATION IN THE LEARNER INFORMATION SYSTEM FOR SY 2025-2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schools Heads
Others Concerned

1. In reference to Memorandum 2025-PPS-OD-11-033 issued by the Office of the Assistant Secretary for Strategic Management titled "Reminder on Enrollment and Data Validation in the Learner Information System for 2025-2026", all public and private schools within the Division are hereby reminded of the following directives:

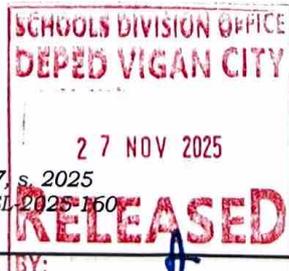
- Enrollment in the LIS shall remain open for the entire duration of the school year.
All pending requests or transactions related to the LIS must be acted upon promptly to avoid delays.
- Schools Division Offices shall closely monitor compliance and provide technical assistance to ensure the timely and accurate encoding and updating of learner and enrollment data.
- The official SY 2025-2026 enrollment will be generated before the end of the school year, and this official count shall serve as the basis for planning, budgeting, reporting, and computing education performance indicators.

2. For reference, the division-level comparison of the following data sets is accessible through this link: <https://tinyurl.com/OCT30Enrollment>.

- SY 2025-2026 Enrollment (as of October 30, 2025)
- Official SY 2024-2025 Enrollment
- Projected school-age population based on the 2020 Census of Population and Housing from the Philippine Statistics Authority

3. School heads are advised to use these data sets for validation, planning, and alignment with their respective School Improvement Plans (SIP), Annual Implementation Plans (AIP), and resource management requirements.

4. Immediate dissemination of and strict compliance with this Memorandum is directed.



VILMA D. EDA, CESO V
Schools Division Superintendent

Reference: DepEd Order No. 17, s. 2025
Enclosure: Memorandum DM-SL-2025-160
SGOD/apc/LIS



Address: ~~Mena Crisologo St.~~ corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com

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Republic of the Philippines
Department of Education
POLICY AND PLANNING SERVICE

MEMORANDUM

2025-PPS-OD-11-033

FOR: **MINISTERS, BASIC HIGHER AND TECHNICAL EDUCATION,
BARM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
PHILIPPINE SCHOOLS OVERSEAS HEADS
ALL OTHERS CONCERNED**

FROM:


ATTY. GERARD L. CHAN

Undersecretary

Officer-in-Charge

Office of the Assistant Secretary for Strategic Management

SUBJECT:

**Reminder on Enrollment and Data Validation in the Learner
Information System for SY 2025-2026**

DATE:

November 18, 2025

In accordance with DepEd Order No. 17, s. 2025, titled "Revised Basic Education Enrollment Policy", all schools and Alternative Learning System (ALS) Community Learning Centers (CLCs) are hereby directed to enroll all learners, validate their records, and ensure the accuracy, completeness, and timeliness of enrollment data in the Learner Information System (LIS).

All concerned are reminded of the following:

1. Enrollment in the LIS shall remain open for the duration of the school year. Pending requests or transactions related to the LIS must be acted upon without delay.
2. Regional and Schools Division Offices shall closely monitor compliance and provide the necessary technical assistance to ensure the timely and accurate encoding and updating of learner and enrollment data.



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www.depded.gov.ph

Room A-205, 2nd Floor Alonzo Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telefax No.: (02) 8687-2744; Email: ps.od@depded.gov.ph

3. Official SY 2025-2026 enrollment will be generated before the end of the school year, and this shall serve as the basis for planning, budgeting, reporting, and computing education performance indicators.

For reference, the division-level comparison among School Year 2025-2026 Enrollment (as of October 30, 2025), Official School Year 2024-2025 Enrollment, and projected school-age population based on the 2020 Census of Population and Housing from the Philippine Statistics Authority is available in this link: <https://tinyurl.com/OCT30Enrollment>.

For any clarifications, please contact the PPS-Education Management Information System Division through telephone numbers (02)8638-2251/8637-6204 or email at ps.emisd@deped.gov.ph.

Thank you.



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