



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

2006-1499

DIVISION MEMORANDUM

No. 444, s. 2026

18 JUN 2026

ENCODING OF QUICK COUNT ENROLLMENT IN THE LEARNER INFORMATION SYSTEM (LIS) AND UPDATING OF SCHOOL PROFILE IN THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM (BEIS) FOR SCHOOL YEAR 2026-2027

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

1. Pursuant to Unnumbered Memorandum, dated June 1, 2026, titled "Encoding of Quick Count Enrollment in the Learner Information System (LIS) and Updating of School Profile in the EBEIS for School Year 2025-2026", all schools and CLCs are hereby directed to undertake the required data encoding and updating activities from June 4-30, 2026.

2. In line with DepEd Orders and guidelines on the collection of education data and validation processes, all concerned personnel shall comply with the following instructions.

A. Encoding of Quick Count Enrollment in the LIS

1. All school heads and authorized personnel of public and private elementary and secondary schools, State/Local Universities and Colleges (SUCs/LUCs), and Private Schools Operating Permits (PSOs);

2. For Strengthened Senior High School, Quick Count enrollment data shall be reported in the following tracks:

- Academic Track under the General Academic Strand (GAS); and
- Technical-Vocational-Livelihood (TVL) Track, including:
 - Technical-Professional (Tech-Pro)
 - Arts and Design
 - Sports

3. Division Planning Officers (DPOs), School Governance and Operations Division (SGOD) personnel, and Division ALS Coordinators shall monitor and validate enrollment data within their respective jurisdictions to ensure the accuracy and completeness of learner records in the LIS.

B. Updating of School Profile in the BEIS

1. Regional Level

The Regional Planning Officer (RPO) shall facilitate the creation of newly established public schools and the conversion of integrated schools, separated public annex schools, and changes in administrative level, school sub-classification, and school type.



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.depedviganacity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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

2. *Division Level*

The Division Planning Officer (DPO) shall be responsible for:

1. Updating school curricular offerings through the Office of the Curriculum Implementation Division (CID);
2. Updating geographic school classification;
3. Renaming schools;
4. Processing requests for establishment, separation, conversion, and merger of schools; and
5. Assigning and updating plantilla positions, including designation of users and account roles.

3. *School Level*

School Heads shall:

1. Update school profile information and ensure the correctness of:
 - o School address
 - o Contact details
 - o Telephone and mobile numbers
 - o Email address
 - o School establishment data
 - o Class organization (multigrade, monograde, or combination)
2. Verify all encoded school information before submission.

C. Requests for Creation, Issuance, Merger, and Closure of School IDs

To ensure accurate processing of requests related to school establishment, separation, conversion, merger, and closure, all schools shall comply with existing DepEd policies and submit complete documentary requirements through the Schools Governance and Operations Division (SGOD) for proper evaluation and endorsement.

3. All School Heads and LIS Coordinators are directed to complete the encoding of Quick Count Enrollment and updating of school profiles within the prescribed timelines. The SGOD-Planning and Research Section shall continuously monitor compliance and provide technical assistance when necessary.

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



VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/gpc/LIS.EBEIS
6.11.2026



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

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM






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

2026-1499 E 1025

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 *ret*
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),



17th F, Tech Zone Building, Sen. Gil Puyat Ave., Makati City
Email Address: ouppe@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	PAWIM-CO-PPS-F	Rev	00
Effectivity	09.10.24	Page	1 of 4



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.

Immediate dissemination of this Memorandum is desired.