



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

2607-1595

DIVISION MEMORANDUM

No. 570, s. 2026

21 JUL 2026

**LEARNER INFORMATION SYSTEM (LIS) TAGGING 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. In reference to Regional Memorandum No. 886, s. 2026, and the Memorandum of the Office of the Undersecretary for Finance (OUF-2026-1619), entitled "Learner Information System Tagging for SY 2026-2027," this Office directs all public schools, private schools, and the SUC to ensure the proper tagging of learners in the Learner Information System (LIS).
2. In accordance with DepEd Order No. 27, s. 2019, *Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*, class advisers in public schools and designated school system administrators or school registrars in private schools shall ensure that learner profiles are regularly updated.
3. Schools shall correctly tag qualified learners under the following categories, as applicable, and shall refer to the corresponding user guides:

Tagging Facility	Manual
Pantawid Familyang Pilipino Program (4Ps)	https://tinyurl.com/4PsGuide
Indigenous Peoples (IP)	https://tinyurl.com/IPUserGuide
Learners with Special Educational Needs (LSEN)	https://tinyurl.com/LSENGuide
ESC Grantees and SHS Qualified Voucher Recipients (QVRs)	https://tinyurl.com/ESCandSHSQVRIDUserGuide

4. School Heads shall ensure the accuracy, completeness, and timeliness of learner information encoded in the LIS and shall validate all tagged learner records before submission. Failure to update learner information within the prescribed timelines shall be subject to existing DepEd policies and issuances.

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



[Signature]
VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/gpc/LIS



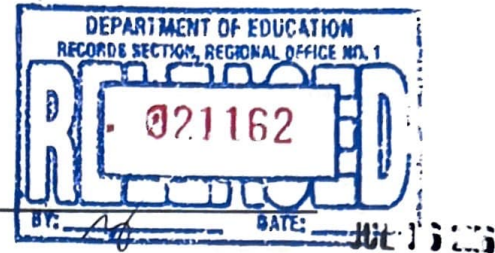
Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com

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Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 896 s. 2026

2007-1595 E1201

**LEARNING INFORMATION SYSTEM TAGGING FOR SCHOOL YEAR
2026-2027**

To: Schools Division Superintendents
ESC and SHSVP Participating Schools
All Others Concerned

1. This is to reiterate Memorandum OUF-2026-1619 from the Office of the Undersecretary for Finance on the Learning Information Tagging for School Year 2026-2027.

2. In this regard, all Educational Service Contracting (ESC) and Senior High School Voucher Program (SHSVP) participating schools are reminded to ensure the proper tagging in the LIS.

3. For further guidance, please refer to the following LIS tagging procedures:

Tagging Facility	Manual
Pantawid Pamilyang Pilipino Program(4Ps)	https://tinyurl.com/4PsGuide
Indigenous Peoples	https://tinyurl.com/IPUserGuide
Learners with Special Education Needs	https://tinyurl.com/LSENGuide
ESC Grantees and SHS QVRs	https://tinyurl.com/ESCandSHSQVRIDUserGuide

4. Failure to update data within the prescribed timelines shall constitute a light offense, as stipulated in DepEd Order No. 11, s. 2026.

5. Immediate dissemination of and compliance with this Memorandum is desired.

For the Regional Director:

RHODA T. RAZON, EdD, CESO IV
Director III/ Assistant Regional Director

Encl.: None

To be indicated in the Perpetual Index

Under the following subjects:

4Ps

ESC

Indigenous Peoples

LIS tagging

LSEN

SHS QVRs

PPRD/ilo/RM_LISTagging
July 16, 2026



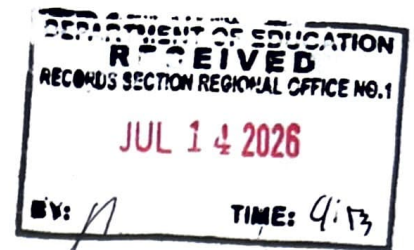
Flores St., Catbangen, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
DepEd Region I region1@deped.gov.ph
www.depedregion1.com

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE



MEMORANDUM
OUF-2026-1619

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ESC AND SHSVP PARTICIPATING SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **ATTY. EDSON BYRON K. [signature]**
Assistant Secretary for Finance
Officer-In-Charge
Office of the Undersecretary for Finance

SUBJECT : LEARNER INFORMATION SYSTEM TAGGING FOR SCHOOL
YEAR 2026-2027

DATE : JUL 13 2026

This refers to the use of the Basic Education Enrollment Form (BEEF), in compliance with DepEd Order No. 17, s. 2025, titled "*Revised Basic Education Enrollment Policy.*" BEEF is used to collect learners' personal information which shall be used to create and/or update the learner profiles in the Learner Information System (LIS).

Further, DepEd Order No. 27, s. 2019, titled "*Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes,*" provides that class advisers in public schools and designated school system administrators or school registrars in private schools must ensure that all learner profiles are updated regularly.

In this regard, all Educational Service Contracting (ESC) and Senior High School Voucher Program (SHSVP) participating schools are hereby reminded to ensure the proper tagging of learners in the LIS. Proper tagging ensures that the ESC grantees and SHS Voucher Program Beneficiaries (VPBs) are appropriately prioritized under the categories provided in DepEd Order No. 11, s. 2026, titled "*Revised Guidelines on the Implementation of Expanded Government Assistance to Students and Teachers in Private Education (E-GASTPE) in the Department of Education.*"

Furthermore, participating schools are also reminded to correctly tag learners as ESC grantees or SHS Qualified Voucher Recipients (QVRs). For guidance, please refer to the following LIS tagging procedures:



Table 1. LIS Tagging Procedures

Tagging Facility	Manual
Pantawid Pamilyang Pilipino Program (4Ps)	https://tinyurl.com/4PsGuide
Indigenous Peoples	https://tinyurl.com/IPUserGuide
Learners with Special Educational Needs	https://tinyurl.com/LSENGuide
ESC grantees and SHS QVRs	https://tinyurl.com/ESCandSHSQVRIDUserGuide

Source: <https://support.lis.deped.gov.ph/support/>

Lastly, all ESC and SHSVP participating schools must ensure the accurate and timely encoding, updating, and validation of learner and school information in both the BEIS and the LIS. Failure to update data within the prescribed timelines shall constitute a light offense, as stipulated in DepEd Order No. 11, s. 2026.

For immediate dissemination and strict compliance.