




Republic of the Philippines  
**Department of Education**

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18 October 2021

**MEMORANDUM**

**TO :** Regional Directors  
School Division Superintendents  
Regional and Division Planning Officers  
Public and Private School Heads  
All others concerned

**FROM :**   
ATTY/NEPOMUCENO A. MALALUAN  
Undersecretary and Chief of Staff

**SUBJECT: IMMEDIATE COMPLETION OF BEGINNING OF SCHOOL YEAR (BOSY) ENROLLMENT UPDATING IN THE LEARNER INFORMATION SYSTEM (LIS)**

In reference to **DepEd Order No. 27,s. 2019** (*Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*), **class advisers of public schools, and designated system administrators/school registrars of private schools and State/Local Universities and Colleges (SLUCs) are responsible for encoding and updating learners' enrollment for Beginning of School Year (BOSY) in the Learner Information System (LIS).** Hence, please be guided accordingly of the following instructions:

1. The deadline for BOSY 2021-2022 encoding and updating of learners' enrollment in the LIS is **31 October 2021**. We request completion of enrollment updating before the deadline to give time for analysis.
2. The 31 October 2021 official enrolmment will be the basis in the finalization of allocation of crucial resources, particularly the School Maintenance and Other Operating Expenses (MOOE), Teacher Items, Learning Resources, among others.
3. Similar deadline for BOSY encoding and updating applies to private schools and the enrollment data as of 31 October 2021 will serve as a basis in determining the number of recipients of the Government Assistance to Students and Teachers in Private Education (GASTPE) and Voucher Program.

4. Schools Division Superintendents are directed to ensure completion of the enrollment updating before the deadline. Division Planning Officers shall provide technical assistance to schools experiencing challenges in encoding their data in the LIS.
5. For clarifications, please send your concerns to the Planning Service-Education Management Information System Division (PS-EMISD) through the email address [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).
6. For strict and immediate compliance.