



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division  
Superintendent

September 20, 2023

**DIVISION MEMORANDUM**

No. 542 s. 2023

**DISSEMINATION OF DEPED MEMORANDUM RE: BEGINNING OF SCHOOL  
YEAR (BOSY) 2023-2024 ENCODING IN THE LEARNER INFORMATION  
SYSTEM (LIS)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor for SGOD and CID  
Education Program Supervisors and Specialists  
All Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. This Office hereby disseminates DepEd Memorandum dated September 18, 2023 entitled “**Beginning of School Year (BOSY) 2023-2024 Encoding in the Learner Information System (LIS)**”, contents of which are self-explanatory for the information and guidance of all concerned.
2. All Public and Private School Heads are directed to monitor and ensure the accuracy and completeness of the encoding of all their learners in the LIS before October 30, 2023. The Division Planning Section will post a weekly status by school and district through the Facebook Page - LIS Group – DepEd Misamis Oriental for the latest update.
3. Furthermore, all School ICT Coordinators are advised to accomplish and send email immediately the Request Form (RF) and attach the required scanned copy of learners credentials in case of enrolment corrections and change requests to [misor.planning@deped.gov.ph](mailto:misor.planning@deped.gov.ph).
4. Enclosed is a copy of the Memorandum for your reference.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

**EDILBERTO L. OPLENARIA EdD, CESO V**  
Schools Division Superintendent

SGOD, ELG



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Republic of the Philippines  
**Department of Education**  
PLANNING SERVICE

Office of the Director

18 September 2023

**MEMORANDUM**

**FOR:** MINISTER, BASIC, HIGHER AND TECHNICAL EDUCATION,  
BARMM  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
ALL OTHERS CONCERNED

**FROM:**   
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Officer-in-Charge  
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**SUBJECT:** BEGINNING OF SCHOOL YEAR (BOSY) 2023-2024  
ENCODING IN THE LEARNER INFORMATION SYSTEM (LIS)

The Department of Education (DepEd) announces that the **Beginning of School Year 2023-2024 encoding in the LIS shall start on 18 September 2023 and end on 30 October 2023.**

All public and private schools, State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), and Philippine School Overseas (PSO) offering basic education in the country and abroad, and Alternative Learning System (ALS) Community Learning Centers (CLCs) are directed to encode and update their learners' data in the LIS. Moreover, all schools shall ensure that all information provided therein is accurate and correct since the BOSY enrollment data is the only source of the official enrollment data released by DepEd.

We would also like to reiterate that the BOSY data encoded in the LIS are crucial in planning, allocation of available resources, policy formulation, and evidence-based



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decision making of the Department as well as in facilitating the billing of government assistance and subsidies.

The Regional Planning Officers (RPOs) and Division Planning Officers (DPOs) shall provide necessary technical assistance to schools that encounters difficulty in encoding their BOSY enrollment in the LIS and monitor the participation of all schools under their respective jurisdiction.

Furthermore, all public schools are requested to intensify Child Finding or Child Mapping activities in their locality to ensure that all school-age children are enrolled in schools.

For further clarifications or questions, please do not hesitate to contact the **Planning Service-Education Management Information System Division** (PS-EMISD) through their email address [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).