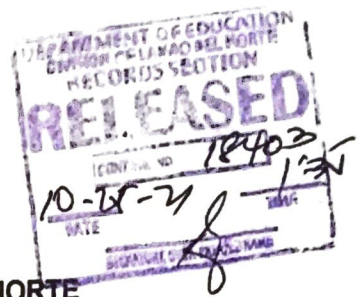




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao



**SCHOOLS DIVISION OF LANA DEL NORTE**

**DIVISION MEMORANDUM**

No. 132, s. 2021

**To:** Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Francisca J. Mugot, Planning Officer III  
Lady Ann L. Cabahug, Private School Coordinator  
Public & Private School Heads  
All Others Concerned  
*This Division*

**From:** EDILBERTO L. OPLENARIA, CESQ V  
Schools Division Superintendent

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

**Date:** October 23, 2021

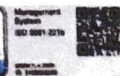
In reference to DepEd Order No. 27, s. 2019 (*Guidelines on the Yearly Collection of Data/ Information Requirements and Validation Process*), **class advisers of public schools, and designated system administrators/school registrars of private schools and State / Local Universities and Colleges (SLUCs) are responsible for encoding and updating learners' enrollment for Beginning of School Year (BOSY) in the Learners 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 **October 31, 2021**. We request the school heads to complete the updating of the enrollment on **October 28, 2021** to give the Division Office a time for analysis.



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2. The October 31, 2021 official enrolment 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 October 31, 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. The Division Planning Officer shall provide technical assistance to schools experiencing challenges in encoding their data in the LIS. For clarification, please send your concerns to Francisca J. Mugot Planning Officer III, through email [francisca.mugot001@deped.gov.ph](mailto:francisca.mugot001@deped.gov.ph).
5. Immediate dissemination and compliance of this Memorandum is directed.



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