



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: NOLASCO A. MEMPIN
Undersecretary for Administration


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Undersecretary for Operations


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Assistant Secretary for Administration
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.