



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

July 29, 2026

DIVISION MEMORANDUM

SGOD No. 117, s. 2026

**REITERATION OF THE IMPLEMENTATION OF LEARNER INFORMATION
SYSTEM (LIS) TAGGING FOR SCHOOL YEAR 2026-2027**

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private/SUCs School Administrators
All Others Concerned
This Division

1. In reference to Regional Memorandum PPRD-2026-045 dated 22 July 2026, titled "Reiteration of Learner Information System (LIS) Tagging for SY 2026-2027," and pursuant to DepEd Order No. 17, s. 2025 (Revised Basic Education Enrollment Policy) and DepEd Order No. 27, s. 2019 (Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes), all schools in the Schools Division of Office of Tacurong City are hereby directed to ensure the timely, complete, and accurate tagging of learners in the Learner Information System (LIS).

Specifically, all concerned schools shall:

- a. Ensure that all learner profiles in the LIS are updated and validated based on the information reflected in the Basic Education Enrollment Form (BEEF).
- b. Verify the accuracy of learner information prior to submission to avoid discrepancies in the LIS and ensure eligibility for corresponding government programs and interventions.
- c. Strictly observe the prescribed LIS tagging procedures using the manuals provided in the Regional Memorandum.



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d. School Heads shall ensure that Class Advisers and School LIS Coordinators accurately identify and tag learners under the applicable learner categories. The following LIS User Guides shall be used as references in accomplishing the required tagging:

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

3. For technical assistance and concerns regarding LIS tagging, schools may coordinate with the **Planning and Research Section** or the designated **Division LIS Focal Person**.

4. For inquiries or further information, you may contact *Ms. Ernie P. Pama*, Education Program Supervisor, *Ma. Dianne Joy R. dela Fuente*, SEPS for Planning and Research, *Leonora R. Po*, PDO II – Planning Office In-charge at (064) 562-4880 or via email at tacurong.sgod@deped.gov.ph

5. Immediate and wide dissemination of this Memorandum is desired.

CARLOS G. SUSARNO, CEO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

EPP/SGOD/DM/ REITERATION OF THE IMPLEMENTATION OF LEARNER INFORMATION SYSTEM (LIS)
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