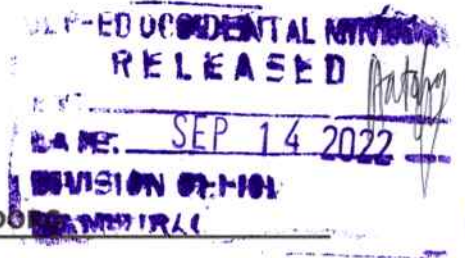




Republic of the Philippines  
Department of Education  
MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division Superintendent

September 12, 2022

DIVISION MEMORANDUM  
No. 000332, s. 2022

**UPDATING OF LEARNERS INFORMATION SYSTEM (LIS) AND ENHANCED  
BASIC EDUCATION INFORMATION SYSTEM (EBEIS)  
FOR SCHOOL YEAR 2022-2023**

TO : OIC – Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary Schools  
LIS Coordinators  
Class Advisers  
All Others Concerned

1. Relative to DepEd Order No. 3 s. 2018 titled Basic Education Enrollment Policy, this office requests all educational institutions, whether public or private, offering basic education to update their school profiles and other data elements in the Enhanced Basic Education Information System (EBEIS), and that all learners enrolled are registered and have updated profiles in the Learners Information System (LIS) on or before **October 31, 2022**.
2. This LIS updating activity shall ensure the establishment of an accurate and reliable data and information needed during planning and budgeting to allocate appropriate resources.
3. Further, all class advisers must update the enrollment status of learners in the school registry based on their **SF9 (Learners Progress Report Card)** by encoding the collected learner's data from the Enhanced Basic Education Enrollment Form (BEEF) to the LIS as stated in D.O. 35, s. 2022 titled *Guidelines on Enrollment for School Year 2022-2023 in the Context of Re-Introduction of the In-Person Classes*.
4. Any misuse or action that may result to the discrepancy of data in the LIS, or intentionally providing incorrect information for the purpose of bypassing the LIS or EBEIS security protocols will be reported to the Office of the Schools Division Superintendent for appropriate action.

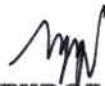


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✉ [occidental.mindoro@deped.gov.ph](mailto:occidental.mindoro@deped.gov.ph)  
📘 DepEd Tayo Occidental Mindoro

SGOD/PRS/MMD

5. For any queries, contact the Marquin M. Defeo, Division Planning Officer at contact numbers (043) 711-0047 or 09369222110.

6. For immediate dissemination and strict compliance.



**LYNN G. MENDOZA, EdD**

Asst. Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent 