



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

14 Jul 2025

DIVISION MEMORANDUM

No. **105** , s. 2025

LEARNER REGISTRATION IN THE LEARNER INFORMATION SYSTEM (LIS)
FOR SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Concerned Public Elementary and Secondary Schoolheads

1. In compliance to DepEd Order No. 03, s. 2018 re: Basic Education Enrollment Policy, all Public and Private Elementary, Junior and Senior High Schools, State Universities and Colleges (SUCs), and Higher Education Institutions (HEIs) offering Kindergarten to Grade 12 are directed to register their learners for school year 2025-2026 in the Learner Information System (LIS).

2. Furthermore, all schools must observe the following policies for accurate LIS updating and school report:

Policy	Legal Basis
Kinder Age Cut-off: Age qualification for kindergarten learners should be five years old by October 31 of every calendar year. However, the school may consider learners entering Kindergarten who will turn 5 years old from November 1 to December 31 on the condition that the learner shall: 1. Completed ECCD Program for 1 school year. 2. Undergo the Philippine ECD Checklist during the enrollment period until the first week of the school year.	<ul style="list-style-type: none">• DO 15, s. 2025- Amendment to DepEd Order 47, s. 2016• DO 47, s. 2016 – Omnibus Policy on Kindergarten Education
Transfer of Document within 30 days upon receipt of system notification of transfer through LIS tracking system (written request of transfer is no longer needed or required if LIS notification is available).	<ul style="list-style-type: none">• DO 54, s. 2016 – Guidelines on the transfer of School Records• DO 58, s. 2017 – Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records
Update of Learner's Status in LIS Tracking System through confirmation of request for	DO 032, s. 2021 – Guidelines on Enrollment



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**transfer including learners with unsettled
account from private school**

for School Year 2021-2022
in the Context of
Continuing National Public
Health Emergency due to
COVID-19

3. Personnel who are required to work beyond regular hours for the purpose of registering learners in the Learner Information System (LIS) may request service credits, subject to existing policies and proper documentation, in view of the urgency to meet the **deadline on August 8, 2025**.

3. For questions or technical concerns, schools may contact Bualan Y. Abid, Jr. at 0928-438-2483.

4. Immediate dissemination and strict compliance of this memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

REPORTS

AAD/SGOD/DM – learner registration in the learner information system (lis) for school year 2025-2026
0608/July 14, 2025