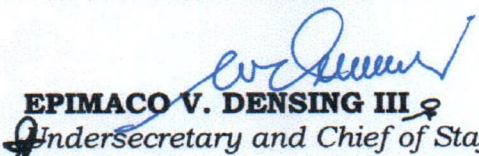




Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

TO: ALL REGIONAL DIRECTORS
MINISTER FOR BASIC, TECHNICAL, AND HIGHER
EDUCATION
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL PUBLIC AND PRIVATE SCHOOL HEADS
ALL OTHERS CONCERNED

FROM: 
EPIMACO V. DENING III
Undersecretary and Chief of Staff

SUBJECT: BEGINNING-OF-SCHOOL-YEAR (BOSY) CUT-OFF DATE

DATE: October 7, 2022

In reference to DepEd Order No. 27, s. 2019 (*Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*), 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 Learner Information System (LIS).


Hence, please be guided accordingly of the following instructions:

1. The deadline for BOSY 2022-2023 encoding and updating of learners' enrollment in the LIS is October 31, 2022. We request completion of enrollment updating before the deadline to give time for analysis.
2. The October 31, 2022 official enrollment 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, 2022 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. Schools Division Superintendents are directed to ensure completion of the enrollment updating before the deadline. Division Planning Officers shall provide technical assistance to schools experiencing challenges in encoding their data in the LIS.

5. For clarifications, please send your concerns to the Planning Service-Education Management Information System Division (PS-EMISD) through the email address ps.emisd@deped.gov.ph.

6. For strict and immediate compliance.

To: School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent