



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

RECEIVED
7/23/26
OFFICE OF THE REGIONAL DIRECTOR
SIGNATURE



MEMORANDUM

OUF-2026-1619

**TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ESC AND SHSVP PARTICIPATING SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM : ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
Officer-In-Charge
Office of the Undersecretary for Finance

**SUBJECT : LEARNER INFORMATION SYSTEM TAGGING FOR SCHOOL
YEAR 2026-2027**

DATE : JUL 13 2026

This refers to the use of the Basic Education Enrollment Form (BEEF), in compliance with DepEd Order No. 17, s. 2025, titled "*Revised Basic Education Enrollment Policy*." BEEF is used to collect learners' personal information which shall be used to create and/or update the learner profiles in the Learner Information System (LIS).

Further, DepEd Order No. 27, s. 2019, titled "*Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*," provides that class advisers in public schools and designated school system administrators or school registrars in private schools must ensure that all learner profiles are updated regularly.

In this regard, all Educational Service Contracting (ESC) and Senior High School Voucher Program (SHSVP) participating schools are hereby reminded to ensure the proper tagging of learners in the LIS. Proper tagging ensures that the ESC grantees and SHS Voucher Program Beneficiaries (VPBs) are appropriately prioritized under the categories provided in DepEd Order No. 11, s. 2026, titled "*Revised Guidelines on the Implementation of Expanded Government Assistance to Students and Teachers in Private Education (E-GASTPE) in the Department of Education*."

Furthermore, participating schools are also reminded to correctly tag learners as ESC grantees or SHS Qualified Voucher Recipients (QVRs). For guidance, please refer to the following LIS tagging procedures:

Table 1. LIS Tagging Procedures

Tagging Facility	Manual
Pantawid Pamilyang Pilipino Program (4Ps)	https://tinyurl.com/4PsGuide
Indigenous Peoples	https://tinyurl.com/IPUserGuide
Learners with Special Educational Needs	https://tinyurl.com/LSENGuide
ESC grantees and SHS QVRs	https://tinyurl.com/ESCandSHSQVRIDUserGuide

Source: <https://support.lis.deped.gov.ph/support/>

Lastly, all ESC and SHSVP participating schools must ensure the accurate and timely encoding, updating, and validation of learner and school information in both the BEIS and the LIS. Failure to update data within the prescribed timelines shall constitute a light offense, as stipulated in DepEd Order No. 11, s. 2026.

For immediate dissemination and strict compliance.