



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

OCT 13 2026

REGIONAL MEMORANDUM

No. 1155, s. 2026

**ENCODING IN THE SENIOR HIGH SCHOOL (SHS) ENROLLMENT FACILITY
FOR THE BEGINNING OF SCHOOL YEAR (BOSY) 2026-2027**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is a communication from the Technical Working Group on the Strengthened Senior High School (SSHS) informing all secondary schools that the Senior High School (SHS) Enrollment Facility for the Beginning of School Year (BOSY) 2026-2027 is officially open for encoding from September 30, 2026 to November 30, 2026.
2. The User Guide for the enrollment of SHS learners can be accessed through the link <https://tinyurl.com/User-Guide-SHS-Enrollment>.
3. For matters concerning the Strengthened SHS program, coordinate with the TWG for SSHS through email at strengthenedshs@depe.gov.ph. For clarifications regarding LIS and EBEIS send email to ps.emisd@deped.gov.ph and icts.usd@deped.gov.ph.
4. Immediate dissemination of and compliance with this Memorandum are desired.

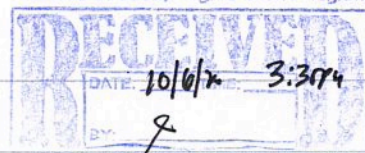

RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As Stated
Incl: As Stated
To be indicated in the Perpetual Index
under the following subjects:
ENROLLMENT
LEARNERS
SENIOR HIGH SCHOOL

KPA/PPRD-RM/ Encoding in the Senior High School (SHS) Enrollment Facility for the Beginning of School Year (BOSY) 2026-2027
October 8, 2026



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



Official Opening of SHS LIS Enrollment Facility for BOSY 2026–2027

From Strengthened SHS Program <strengthenedshs@deped.gov.ph>

Date Tue 10/6/2026 2:03 PM

To DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>

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Dear **SSHS Field Implementers**,

Greetings from the SSHS TWG Secretariat!

Please be informed that the **Senior High School (SHS) Enrollment Facility for the Beginning of School Year (BOSY) 2026–2027** is officially open for encoding from **September 30, 2026, to November 30, 2026**. All schools must ensure that SHS learners are enrolled and their appropriate electives are properly tagged in the Learner Information System (LIS) within this timeframe.

Please be guided by the following updates regarding the SHS enrollment and LIS/EBEIS updating:

- All Grade 11 learners shall be enrolled under the Strengthened Senior High School (SSHS) program, including Grade 12 learners under the SSHS pilot schools. Meanwhile, those Grade 12 learners in the K-12 SHS curriculum shall be enrolled under the regular SHS program.
- Before enrollment and tagging, the concerned personnel shall facilitate the necessary updating in the Enhanced Basic Education Information System (EBEIS) and LIS on or before **13 October 2026**:
 - The **Curriculum and Learning Management Division (CLMD)** of the Regional Office shall request from the **Quality Assurance Division (QAD)** the list of schools with approved program offerings. Upon receipt, the CLMD shall validate and provide the official list to the **Regional Planning Officers (RPOs)**.
 - The **RPOs** shall then update the school program offerings in the EBEIS consistent with the list provided by the CLMD to ensure its availability in the LIS when creating classes and tagging electives.
 - **Private schools and State and Local Universities and Colleges (SLUCs)** shall set their School Calendar in the LIS, prior to creation of classes.
 - All **School Heads or designated school system administrators** of public schools offering SHS shall create SHS Adviser accounts in the system for them to encode their learners in the LIS.
- K to 10 BOSY 2026-2027 encoding is extended, and K to 12 enrollment data will be generated on November 30, 2026.
- The **User Guide for the Enrollment of SHS Learners** in the LIS is now available by clicking this [link](#).

For any system-related concerns, please coordinate with your Schools Division Office through the Division Planning Officer to lodge an RF ticket (Incident Report) in the ICTS Helpdesk Ticketing System. For inquiries related to school offerings and other matters concerning the Strengthened SHS Program, please coordinate with the Technical Working Group for the Strengthened SHS Program through email at strengthenedshs@deped.gov.ph.

For clarifications regarding the LIS and EBEIS, please contact the Policy and Planning Service–Education Management Information Systems Division (PPS-EMISD) and the Information and Communications Technology Service–User Support Division (ICTSUSD) through the email addresses ps.emisd@deped.gov.ph and icts.usd@deped.gov.ph.

We hope this provides the necessary clarification.

Sincerely,



Technical Working Group on the Strengthened SHS

Department of Education - Central Office

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