



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
DIVISION OF DAVAO DE ORO
RECORDS SECTION
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Office of the Schools Division
Superintendent

13 July 2026

DIVISION MEMORANDUM
SGOD-2026- **739**

**ENCODING OF LEARNERS' DATA
IN LEARNER INFORMATION SYSTEM (LIS) FOR SY 2026-2027**

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private School Administrators
All Others Concerned

1. All class advisers and registrars are directed to encode and update learner records in the Learner Information System (LIS) for School Year 2026-2027 from **July 13-31, 2026**. Always use the Learner Reference Number (LRN) when searching for learners and verify each learner's enrollment history before encoding. Learners transferring from private schools without an SF10 due to pending financial obligations shall be enrolled through **Temporary Enrollment (TE) upon submission of an Affidavit of Undertaking**, in accordance with existing DepEd policies.
2. **Public schools shall not withhold the records due to unpaid obligations, contributions, or other fees.** Any violation shall be reported to the Schools Division Superintendent (SDS).
3. Class advisers and registrars who render services on holidays, Saturdays, and Sundays may be granted service credits or compensatory overtime credits per DepEd Order No. 27, s. 2019:

VIII. Other Provisions

Overtime Services and Payment

All personnel involved in the LIS and BEIS in all the public schools, district, division, and regional offices, are allowed to render overtime (OT) services with pay during weekdays, weekends, and holidays when necessary to meet the target schedules.

At the school level, these OT services can be converted to service credits as provided in **DepEd Order No. 58, s. 2008** "Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education System", **DepEd Order No. 10, s. 2009** "Addendum to DepEd Order No. 58, s. 2008 (Authority to Grant Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education Information System (BEIS))", and **DepEd Order No. 30, s. 2016** "Policies and Guidelines on Overtime Services and Payment in the Department of Education". The concerned offices (Finance, Budget and Accounting) should ensure that the overtime services rendered are duly compensated.



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4. Service credits/ overtime credits shall be supported by a screenshot of the List of Classes showing the date start and end time duly certified by the School Head.
5. Immediate dissemination of and compliance with this Memorandum are directed.

PHOEBE GAY L. REFAMONTE, CESO V
Schools Division Superintendent

*encoding of learner's
Data in LIS for SY 2026-27*