



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

16 June 2025


**DIVISION MEMORANDUM**

No. 293, s. 2025

**DAILY ENCODING OF QUICK COUNT ENROLLMENT FOR SCHOOL YEAR  
2025-2026 IN THE LEARNER INFORMATION SYSTEM (LIS)**

To: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- Schools Governance and Operations Division (SGOD)  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Please be informed that the Quick Count Enrollment Facility in the Learner Information System (LIS) is now open. All public and private schools, State Universities and Colleges and Division Alternative Learning System (ALS) coordinators in the Schools Division may start encoding their Quick Count Enrollment Data for School Year 2025-2026.
2. The Quick Count Enrollment Facility in the LIS allows tracking and monitoring of daily school-level and division-level enrollment updates across all schools and divisions at the start of the school year.
3. It is expected that all schools and Division ALS coordinators must encode the number of enrolled learners, by grade level and sex, and update daily until June 30, 2025 if there are changes in enrollment figures.
4. Schools and Division ALS coordinators experiencing difficulties with data entry are advised to coordinate to SGOD – Planning and Research Section through [sdobatangas.sgod@deped.gov.ph](mailto:sdobatangas.sgod@deped.gov.ph) for provision of appropriate technical assistance.
5. A 100% participation and compliance of all concerned is expected.
6. Immediate and wide dissemination of this memorandum is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

AUD/ DAILY ENCODING OF QUICK COUNT ENROLLMENT FOR SCHOOL YEAR 2025-2026 IN THE LEARNER INFORMATION SYSTEM (LIS)/R2-144071/06-16-2025



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