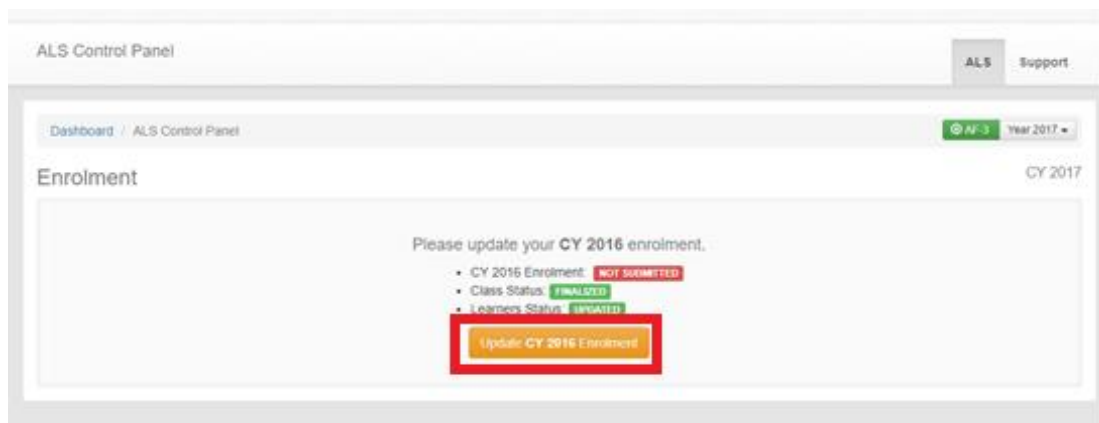


## ALS Enrollment and Updating for CY 2017

To start enrolling and updating ALS learners for CY 2017:

1. ALS System Administrator should **first assign ALS Facilitators to their barangay/s** within their respective district.
2. An ALS Facilitator will not be able to continue enrolling learners for CY 2017 if enrolment last CY 2016 is not updated or finalized or submitted; they must first complete and submit their CY 2016 enrollment before proceeding any further.

To do this, click the Update CY 2016 Enrolment button on the ALS Control Panel.



Once the ALS Facilitator have assigned barangay/s and have submitted their EOCY 2016, they can now start enrolling and updating their ALS learners for BOCY 2017.

## Enrollment of ALS learners

Here are the steps:

1. Go to LIS website <http://lis.deped.gov.ph/> and login using your LIS user account.

Please sign in

---

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

2. Once logged in, click the Learner Information System link.

DepEd Apps

- Learner Information System**
- Enhanced Basic Education Information System
- School Building Information System (For CO - EFD Personnel Only)

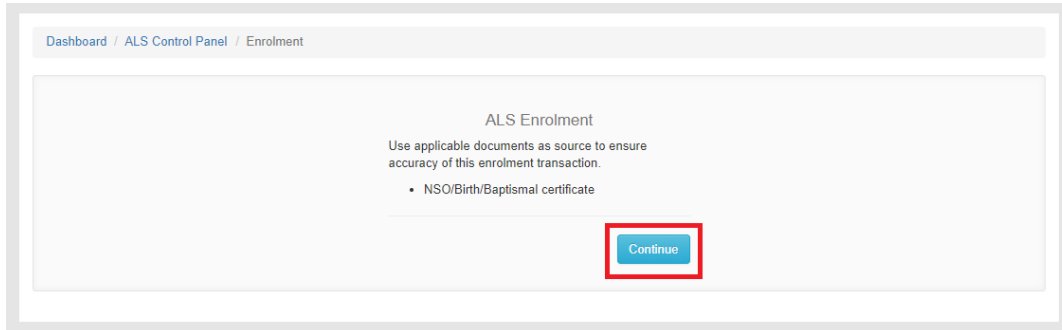
3. On the ALS Control Panel, click the **Enrol learner** button to start encoding ALS learners.

Dashboard / ALS Control Panel AF-3 Year 2017

### Enrolment CY 2017

No record found.

4. Click the **Continue** button.



Dashboard / ALS Control Panel / Enrolment

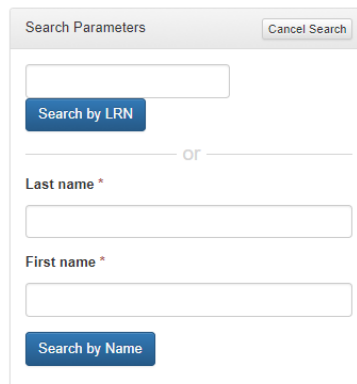
ALS Enrolment

Use applicable documents as source to ensure accuracy of this enrolment transaction.

- NSO/Birth/Baptismal certificate

**Continue**

5. Search the ALS learner by LRN or by Name.



Search Parameters Cancel Search

**Search by LRN**

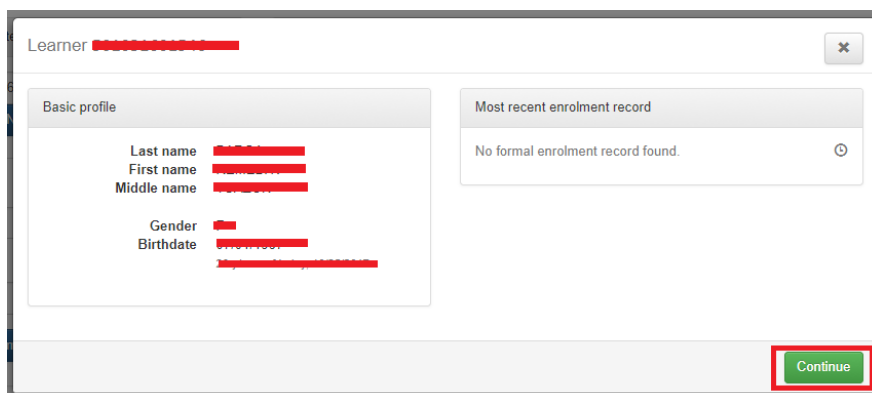
or

Last name \*

First name \*

**Search by Name**

6. Click the Continue button.



Learner [REDACTED]

Basic profile

Last name [REDACTED]  
First name [REDACTED]  
Middle name [REDACTED]

Gender [REDACTED]  
Birthdate [REDACTED]

Most recent enrolment record

No formal enrolment record found.

**Continue**

7. Update the following data fields:

a. Program

Note:

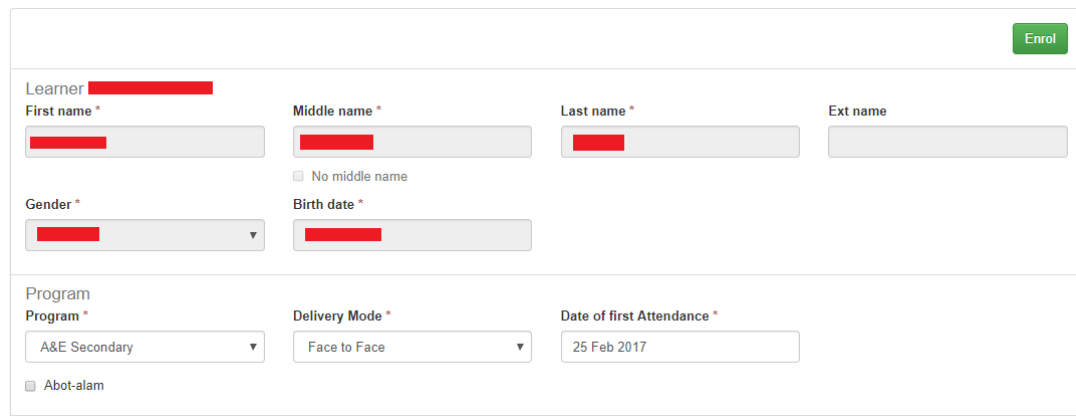
- A learner who had completed status from CY 2016 will be allowed to enroll in the same program.
- A learner who had completed status from CY 2016 for the following will **not be allowed to enroll**:
  - A&E Elementary to enroll in BLP
  - A&E Secondary to enroll in A&E Elementary or BLP

b. Delivery Mode

c. Date of First Attendance

Note:

- Date of first attendance should not be latest by 31 October 2017.



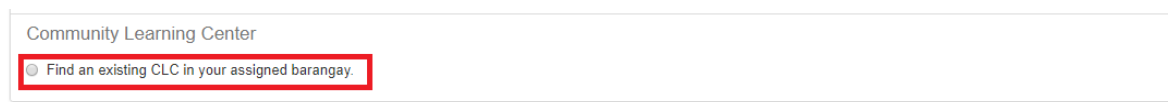
The screenshot shows an enrollment form with the following fields and values:

- Learner:**
  - First name \*: [Redacted]
  - Middle name \*: [Redacted]
  - Last name \*: [Redacted]
  - Ext name: [Empty]
  - Gender \*: [Redacted]
  - Birth date \*: [Redacted]
- Program:**
  - Program \*: A&E Secondary
  - Abot-alam:
- Delivery Mode:**
  - Delivery Mode \*: Face to Face
- Date of first Attendance:**
  - Date of first Attendance \*: 25 Feb 2017

An **Enrol** button is located in the top right corner of the form.

8. Under Community Learning Center

a. Click the **Find an existing CLC in your assigned barangay** option.



The screenshot shows the 'Community Learning Center' section with two radio button options:

- Find an existing CLC in your assigned barangay. (This option is highlighted with a red box in the original image)
- [Other option, partially obscured]

b. Select Municipality.

Only assigned municipality will reflect on dropdown list.

Community Learning Center

Find an existing CLC in your assigned barangay.

**Municipality \***

- select municipality--
- select municipality--
- LUNA

c. Select Barangay.

Only assigned barangay/s will reflect on dropdown list.

Community Learning Center

Find an existing CLC in your assigned barangay.

**Municipality \***

LUNA

**Barangay \***

- select barangay--
- select barangay--
- BARRIENTOS, LUNA

d. Under Barangay Learning Centers/Schools,

- For existing CLCs, select the CLC name/s in the dropdown list.

Community Learning Center

Find an existing CLC in your assigned barangay.

**Municipality \***

LUNA

**Barangay \***

BARRIENTOS, LUNA

**Barangay Learning Centers/Schools \***

- BARRIENTOS CLC / BARRIENTOS, LUNA / Ty
- New CLC
- BARRIENTOS CLC / BARRIENTOS, LUNA / Type 5**
- DAYCARE CENTER / BARRIENTOS, LUNA / Type 2
- DAYCARE CENTER / BARRIENTOS, LUNA / Type 4
- 100950 - Barrientos Elementary School ELEM
- 300120 - Luna NHS SECON

- For new CLC, select the New CLC. Then, complete the following data fields:
  - Name/Description
  - Street Address/Subdivision/Purok
  - Latitude (Optional)
  - Longitude (Optional)
  - CLC Type

**Community Learning Center**

Find an existing CLC in your assigned barangay.

**Municipality \***

**Barangay \***

**Barangay Learning Centers/Schools \***

**Name/Description \***

**Street Address/Subdivision/Purok \***

**Latitude**  **Longitude**

Use GPS coordinates reading.

**Type 1**  
 simple, temporary (make shift) meeting place with tables and charts, chalkboard, e.g. Chapel or any open multi-purpose area in the barangay or any private property temporarily loaned for learning purposes

**Type 2**  
 a semi-concrete structure mostly made out of light materials such as nipa, soft wood, etc., dedicated to ALS learning sessions and related activities equipped with basic furniture and learning equipment such as electric fan

**Type 3**  
 a typical barangay learning center, concrete and secured, mostly made out of cement and other building materials. Dedicated to ALS learning sessions and related activities, equipped with basic furniture and learning equipment, e.g. Chairs, tables, chalkboard, library corner, basic appliances such as electric fan, cassette recorder, etc

**Type 4**  
 a two or three-storey building fully equipped with basic furniture and advanced ICT equipment for learning, dedicated to ALS learning sessions and related activities

**Type 5**  
 ALS and other learning materials are being utilized by learners and other members of the community, the materials are either being transported from house to house or borrowed by individual interested community

9. After selecting/creating new CLC, click the Enrol button.

The screenshot shows the enrolment form in the LIS system. The 'Enrol' button in the top right corner is highlighted with a red box. The form contains the following fields:

- Learner** (redacted)
- First name \*** (redacted)
- Middle name \*** (redacted)
- Last name \*** (redacted)
- Ext name** (empty)
- Gender \*** (dropdown menu, redacted)
- Birth date \*** (redacted)
- No middle name
- Program**
- Program \*** (dropdown menu: A&E Secondary)
- Delivery Mode \*** (dropdown menu: Face to Face)
- Date of first Attendance \*** (text box: 25 Feb 2017)
- Abot-alam
- Community Learning Center**
- Find an existing CLC in your assigned barangay.
- Municipality \*** (dropdown menu: LUNA)
- Barangay \*** (dropdown menu: BARRIENTOS, LUNA)
- Barangay Learning Centers/Schools \*** (dropdown menu: BARRIENTOS CLC / BARRIENTOS, LUNA / Ty)

10. A notification will be received once you have successfully enrolled the ALS learner.

Enrolment added

11. Go back to ALS Control Panel to check if the ALS learner reflected in the Masterlist.

Note:

- CLC ID will be generated after enrolling the 1<sup>st</sup> ALS learner in that particular CLC.
- Enrolment history for ALS learner can now be viewed. Click to Profile button to check.

Dashboard / ALS Control Panel / Masterlist AF-3 Year 2017

### Masterlist

CY 2017 / DepEd Delivered - Mobile Teacher / [REDACTED]

51700003 / BARRIENTOS CLC / BARRIENTOS, LUNA  
BARRIENTOS, LUNA Enrol Learner

Learner	Gender	Date of first Attendance	Program	Delivery Mode	Status	
1 [REDACTED]	[REDACTED]	02/25/2017	A&E Secondary	Face to Face	No status	Update <span style="border: 1px solid red; padding: 2px;">Profile</span>

Dashboard / ALS Control Panel / Masterlist / Enrolment

Learner [REDACTED]

#### Basic profile

Last name [REDACTED]  
 First name [REDACTED]  
 Middle name [REDACTED]  
 Gender [REDACTED]  
 Birthdate [REDACTED]

#### Most recent formal enrolment record

No formal enrolment record found. ⓘ

#### ALS Enrolment History

Calendar Year [REDACTED]  
 Date of First Attendance [REDACTED]  
 Program Attended [REDACTED]  
 Name of Facilitator [REDACTED]  
 Program Status [REDACTED]  
 CLC [REDACTED]  
 Division [REDACTED]  
 Region [REDACTED]

---

Calendar Year [REDACTED]  
 Date of First Attendance [REDACTED]  
 Program Attended [REDACTED]  
 Name of Facilitator [REDACTED]  
 Program Status [REDACTED]  
 CLC [REDACTED]  
 Division [REDACTED]  
 Region [REDACTED]



12. To enroll another learner, click the **Enrol learner** button.

### Masterlist

CY 2017 / DepEd Delivered - Mobile Teacher / [REDACTED]

51700003 / BARRIENTOS CLC / BARRIENTOS, LUNA  
BARRIENTOS, LUNA

**Enrol Learner**

Learner	Gender	Date of first Attendance	Program	Delivery Mode	Status	
1 [REDACTED]	[REDACTED]	02/25/2017	A&E Secondary	Face to Face	No status	Update Profile

You can also **enroll learner** by clicking the Enrol Learner in the ALS Control Panel.

Dashboard / ALS Control Panel AF-3 Year 2017

### Enrolment CY 2017

Summary **Enrol Learner** Submit

Facilitator/CLC	BLP			A&E Elementary			A&E Secondary		
	No status	Completed	Not completed	No status	Completed	Not completed	No status	Completed	Not completed

## Updating of ALS learners

Here are the steps:

1. Click the **Show Masterlist** link of the target CLC.

Dashboard / ALS Control Panel AF-3 Year 2017

Enrolment CY 2017

Facilitator/CLC		BLP			A&E Elementary			A&E Secondary		
		No status	Completed	Not completed	No status	Completed	Not completed	No status	Completed	Not completed
DepEd Delivered - Mobile Teachers	Male	1	0	0	0	0	0	0	0	0
Type 3 SAN BENITO SUR ARINGAY LA UNION SAN BENITO SUR, ARINGAY	Female	0	0	0	0	0	0	0	0	0
<b>UNFINALIZED</b>	<a href="#">Show Masterlist</a>	Total	1	0	0	0	0	0	0	0

2. Look for the learner's name, and click the Update button on the

Dashboard / ALS Control Panel / Masterlist AF-3 Year 2017

Masterlist

CY 2017 / DepEd Delivered - Mobile Teacher / [REDACTED]

SAN BENITO SUR ARINGAY LA UNION / SAN BENITO SUR, ARINGAY / Type 3  
SAN BENITO SUR, ARINGAY [Enrol Learner](#)

Learner	Gender	Date of first Attendance	Program	Delivery Mode	Status	
1 [REDACTED]	M	03/20/2017	BLP	Face to Face	No status	<a href="#">Update</a> <a href="#">Profile</a>

learner's row.

3. Update the following data fields:

- a. Learner's status (Completed or Not Completed)

Program

Program \*

Abot-alam

Community Learning Center

Delivery Mode \*

Date of first Attendance \*

Status \*

No status  
No status  
Completed  
Not completed

## b. Status Date

Program  
Program \*  
BLP

Delivery Mode \*  
Face to Face

Date of first Attendance \*  
20 Mar 2017

Abot-alam

Status \*  
Completed

Status date \*  
dd --- yyyy

## 4. Click the Update button.

[Back to masterlist](#) [Update](#)

Learner 300093120094

First name \*  
RAMIL

Middle name \*  
BALODONG

Last name \*  
ABELLERA

Ext name

No middle name

Gender \*  
Male

Birth date \*  
26 Sep 1993

Program  
Program \*  
BLP

Delivery Mode \*  
Face to Face

Date of first Attendance \*  
20 Mar 2017

Abot-alam

Status \*  
Completed

Status date \*  
20 Oct 2017  
This value should not be blank.

## Finalize all CLCs assigned to your account

Here are the steps:

1. Ensure that all learners' statuses are either **Completed** or Not

Learner	Gender	Date of first Attendance	Program	Delivery Mode	Status	
1				Face to Face	Completed	<input type="button" value="Update"/> <input type="button" value="Profile"/>
2				Face to Face	Not completed	<input type="button" value="Update"/> <input type="button" value="Profile"/>

**Completed.**

2. Read the finalization disclaimer **carefully** and tick the checkbox to acknowledge it.

Learner	Gender	Date of first Attendance	Program	Delivery Mode	Status	
1				Face to Face	Completed	<input type="button" value="Update"/> <input type="button" value="Profile"/>
2				Face to Face	Not completed	<input type="button" value="Update"/> <input type="button" value="Profile"/>

I hereby declare that all information is true and correct to the best of my knowledge. I understand that I will be accountable if above information is found to be falsified.

Click the Finalize Class on the bottom of your CLC's master list.

Learner	Gender	Date of first Attendance	Program	Delivery Mode	Status	
1				Face to Face	Completed	<input type="button" value="Update"/> <input type="button" value="Profile"/>
2				Face to Face	Not completed	<input type="button" value="Update"/> <input type="button" value="Profile"/>

I hereby declare that all information is true and correct to the best of my knowledge. I understand that I will be accountable if above information is found to be falsified.

Note:

Once a CLC is finalized, you cannot update its learners' profiles.

3. Make sure that all your assigned CLCs are individually finalized. To finalize all your CLCs, click Finalize at the upper right-hand corner of the Summary table.

Enrolment

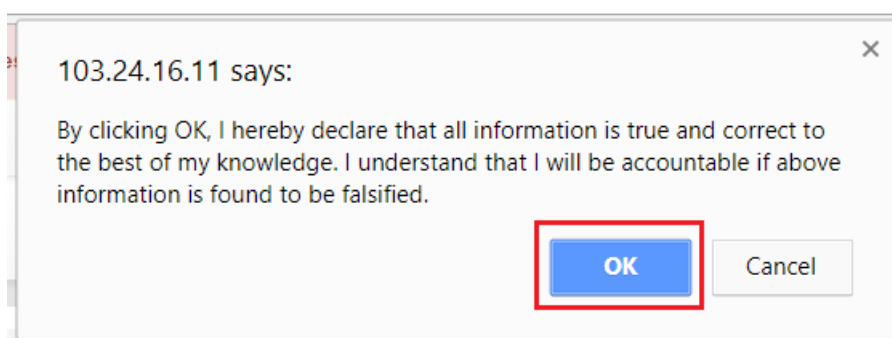
CY 2017

Facilitator/CLC		BLP			A&E Elementary			A&E Secondary			
		No status	Completed	Not completed	No status	Completed	Not completed	No status	Completed	Not completed	
DepEd Delivered - Mobile Teachers		Male	0	0	0	0	1	0	0	0	1
Type 3 [Redacted] TALOC, BAGO CITY		Female	0	0	0	0	0	0	0	0	0
Finalized <a href="#">Show Masterlist</a>		Total	0	0	0	0	1	0	0	0	1
DepEd Delivered - Mobile Teachers		Male	0	0	0	0	0	0	0	1	0
Type 1 [Redacted] School TALOC, BAGO CITY		Female	0	0	0	0	0	0	0	0	0
Finalized <a href="#">Show Masterlist</a>		Total	0	0	0	0	0	0	0	1	0

4. Once the finalization disclaimer pops up, **carefully** read it before acknowledging. Then, click the **OK** to finish the finalization.

Note:

Once you click the OK button, you can no longer edit any CLC.



You will received notification message that all your CLCs are now finalized.

Your class(es) for CY 2017 are now finalized