Check first if you meet all the questions below:

* Is your SHS School classified as **Private, SUC or LUC**?
* Are your Learners’ previous schools categorized as **Public, SUCs or LUCs**?
* Have they **completed** their **JHS** last **SY 2015-2016**?

If YES, but still, your Learners were not tagged as QVR, please follow the instructions below:

1. In the SHS Dashboard, click the **Enrolment** link.



1. Click on the **Additional data required** link.



1. Select the Learner to complete the required information.



1. After completing the Learner’s information, click the **Update** Link.



**4**

1. On the Previous school name field, **type the School Name or School ID** where the Learner has completed his/her previous school year (2015 – 2016). Then, **click the Update button.**



**5**

**Important Instruction:**

**For those schools who have already submitted RF 11 to** **icts.usd@deped.gov.ph****, please review your LIS account now.**

**If the requested Learners are not yet tagged as QVR, please update and provide required information using this facility. No need for the submission of RF 11 to the Central Office.**