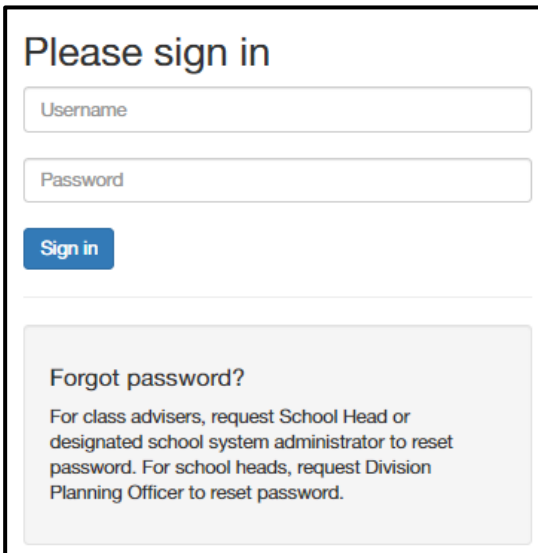# Learner Enrolment and Survey Tagging Facility
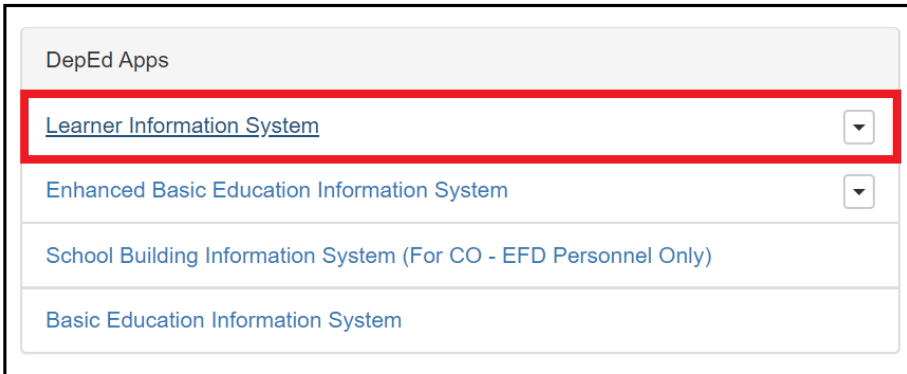
REMINDERS:

- This tagging facility is only available for learners who were previously encoded in the LIS for SY 2019-2020.
- For incoming Grade 1 – Grade 11 learners, the previous school adviser (SY 2019 - 2020) will be responsible for tagging learners in the system.
- For incoming Grade 12, the previous System Admin (SY 2019 - 2020) will be responsible for tagging learners in the system.

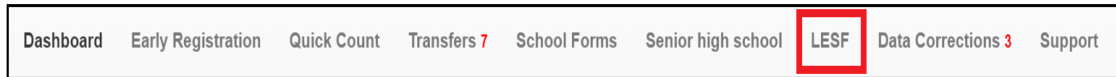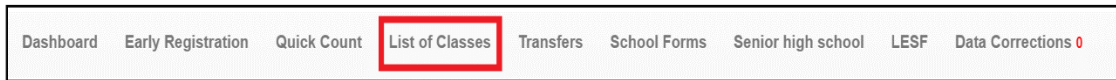## PROCEDURE FOR TAGGING THE LEARNER:

1. Go to **LIS** website **http://lis.deped.gov.ph** and log in using the LIS **School Head** or **System Admin** account.

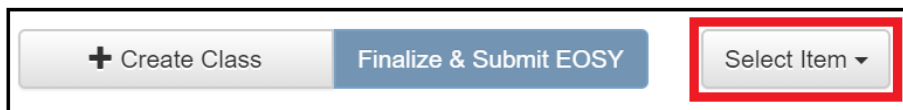2. Once logged in, click **Learner Information System** link.
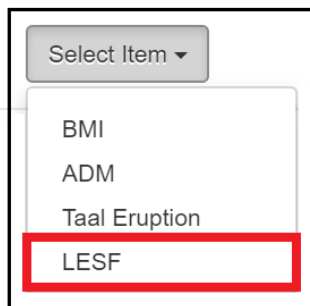
3. Click **List of Classes** or **LESF** tab.

Note: List of Classes is not available for schools offering SHS only.

4. Click the **Select Item** button.

5. Click the **LESF** link.

6. Under the 2nd drop-down list, click the Grade and Class of learners to be tagged.

Note:

For incoming Grade 12, only Grade 11 learners previously enrolled in 2nd semester should be tagged in the LESF Facility.

7. Under the 3rd drop-down list, click the **Not tagged as LESF** option.

8. Search for the learner's name to be tagged. Under the Option column, click the **Pencil** icon.

9. Accomplish the following Enrolment and Survey questionnaires:
   a. In **Grade Level and School Information** group box,
      ▪ For **Grade Level to Enrol**, click the drop-down list to select the grade level.
      ▪ For **School Information**, type the School ID or School Name in the text box. Please make sure to pick the correct school as there are schools with the same name.

> **Note:** For Incoming Grade 11 - 12 learners, the following additional information are required.
>
> ▪ For **Grade Level to Enrol**, click the drop-down list to select the semester.
> ▪ For **Track**, click the drop-down list to select the track.

- For **Strand (if Any)**, click the drop-down list to select the strand based on the track selected.

b. In **For Learners with Special Education Needs** group box,
- For **Do you have assistive technology devices available at home?**, click the Yes or No radio button.

- If the Yes radio button is selected, **please specify** the assistive technology devices available at home in the text box.

c. In **Father/Mother/Guardian** group boxes,
- **Full Name** is automatically displayed based on the information encoded during enrolment in the system.
- For **Highest Educational Attainment**, click the drop-down list to select from list.
  - If **Others** is selected, complete the **Please Specify** text box.
- For **Employment Status**, click the drop-down list to select from the list.
- For **Working from home due to community quarantine**, click the Yes or No radio button.
- For **Contact Nos.**, input the contact numbers in the text box.

d. **In Household Capacity and Access to Distance Learning** group,
- For **How does your child go to school?**, tick all applicable check boxes.

- For **How many of your household members (including the enrollee) are studying in School Year 2020-2021**, input the number of students for SY 2020 to 2021 in your household in the corresponding text box per grade level.

- For **Who among the household members can provide instructional support to the child's distance learning**, tick all applicable check boxes.

- For **What devices are available at home that learner can use for learning**, tick all applicable check boxes.
  - If the **Others** check box is selected, please specify in the text box provided. Do not use others for options that are already in the list.

- For **Do you have a way to connect to the Internet**, click the Yes or No radio button.

- If the Yes radio button is selected, **How do you connect to the internet?** will be displayed. tick all applicable check boxes.

Do you have a way to connect to the internet?

◉ Yes ○ No

How do you connect to the internet? (Choose all that apply)

☐ Own Mobile Data

☐ Own Broadband Internet (DSL, Wireless Fiber, Satellite)

☐ Computer Shop

☐ Other places outside the home with internet connection (library, barangay/municipal hall, neighbor, relatives)

☐ None

- For **What distance learning modality/ies do you prefer for your child?**, tick all applicable check boxes.
  - If **Others** check box is selected, please specify in the text box provided. Do not select others for options that are already in the list.

What distance learning modality/ies do you prefer for your child? (Choose all that apply)

☐ Online Learning

☐ Television

☐ Radio

☐ Modular Learning

☐ Combination of face-to-face and other modalities (1-4)

☐ Others

    [Please Specify]

- For **What are the challenges that may affect your child's learning through distance education?**, tick all applicable check boxes.
  - If the **Others** check box is selected, please specify in the text box provided. Do not select others for options that are already in the list.

What are the challenges that may affect your child's learning through distance education? (Choose all that apply)

☐ Lack of available gadgets/equipment
☐ Insufficient load/data allowance
☐ Unstable mobile/internet connection
☐ Existing health conditions
☐ Difficulty in independent learning
☐ Conflict with other activites (i.e. house chores)
☐ No or lack of available space for studying
☐ Distractions (i.e. Social Media, Noise from community/neighbor)
☐ Others

[Please Specify]

10. Tick the checkbox before "**I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.**"

☐ I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

11. Click the **Submit** button to save the Enrolment and Survey tagged for the selected learner.

[Back] [Submit]
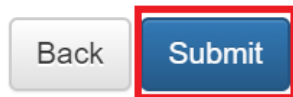
You may click the **Back** button to cancel the tagging.

Note:

▪ A "**Please complete the form**" notification message will be displayed for required fields not completed.

Please complete the form.

- A '**Learner's LESF has been created'** notification message will be displayed once successfully submitted.

Learner's LESF has been created.

- Learner's will be listed under the Tagged as LESF.

PROCEDURE FOR UPDATING THE LEARNER TAGGED AS LESF:

1. Search for the learner's name to be updated under Tagged as LESF. Under the Option column, click the **Edit** icon.

2. Update the field/s to be changed.

3. Repeat Steps 9 and 10.

Note:

- A "**Learner's LESF has been updated**" notification message will be displayed once successfully updated.

Learner's LESF has been updated.