

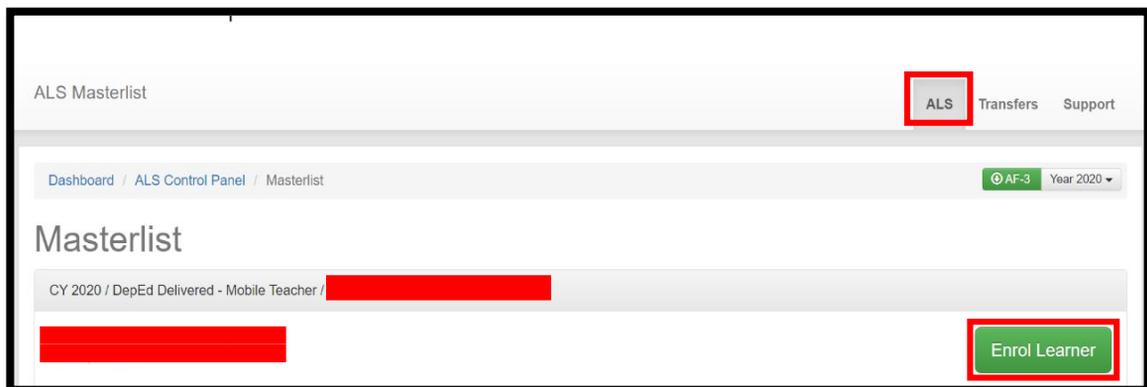
ALS Transfer (CLC to CLC) Facility User Guide

IMPORTANT REMINDER

- 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

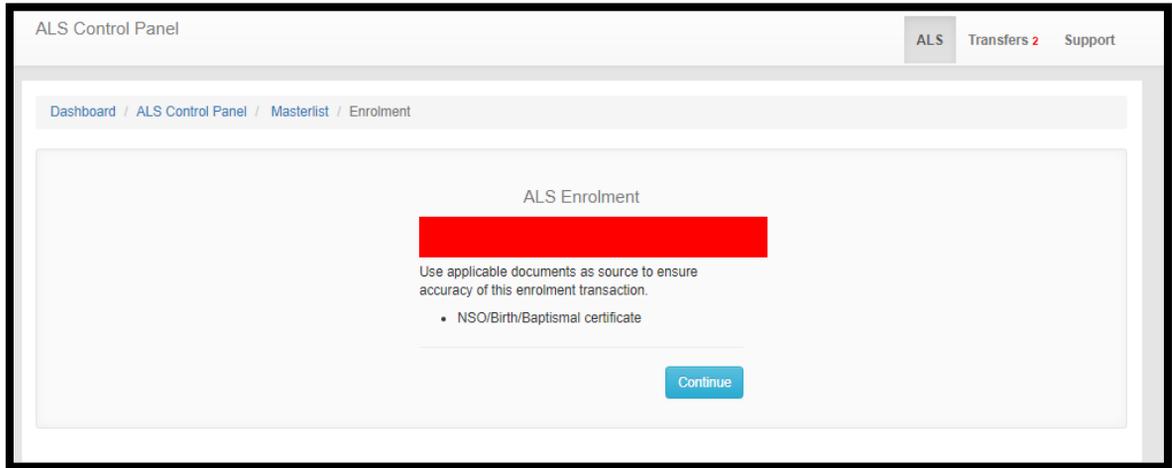
Steps:

1. Login to <http://lis.deped.gov.ph> using an ALS Facilitator user account.
2. Once login, follow the normal enrolment process in enrolling an ALS learner
3. In the Masterlist (under ALS tab), click the **Enrol Learner** button.



Steps:

4. Click **Continue** button.



ALS Control Panel

ALS Transfers 2 Support

Dashboard / ALS Control Panel / Masterlist / Enrolment

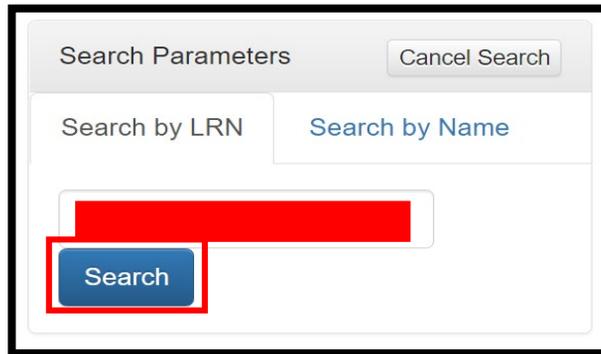
ALS Enrolment

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

- NSO/Birth/Baptismal certificate

Continue

5. Provide the LRN of the learner, then Click **Search** button.



Search Parameters Cancel Search

Search by LRN Search by Name

Search

Steps:

6. Click **Preview** button.

The screenshot shows a search interface with two main sections: "Search Parameters" and "Search Result".

Search Parameters: Includes a "Cancel Search" button, two tabs for "Search by LRN" and "Search by Name", a redacted input field, and a "Search" button.

Search Result: A table with columns: #, LRN, Last name, First name, Middle name, Ext name, Gender, Birthdate. The first row (row #1) is highlighted in red, and a "Preview" button is located to its right.

7. Click **Continue** button.

The screenshot displays the learner profile for "Learner 503021501310".

Basic profile: Fields for Last name, First name, Middle name, Gender, and Birthdate are shown, with the values redacted by a large red box.

Most recent enrolment record: A message states "No formal enrolment record found." with a refresh icon.

A green "Continue" button is highlighted with a red box at the bottom right of the page.

8. ALS Facilitator will be asked **“Is the learner transferred in or moved in?”**.

The screenshot shows the ALS Facilitator form for learner "12000001 - ABC".

Question: "Is the learner transferred in or moved in?" (highlighted with a red box). Below it, it says "Per LIS record, the learner was previously enrolled in 12000001 - ABC." with radio buttons for "Yes" and "No".

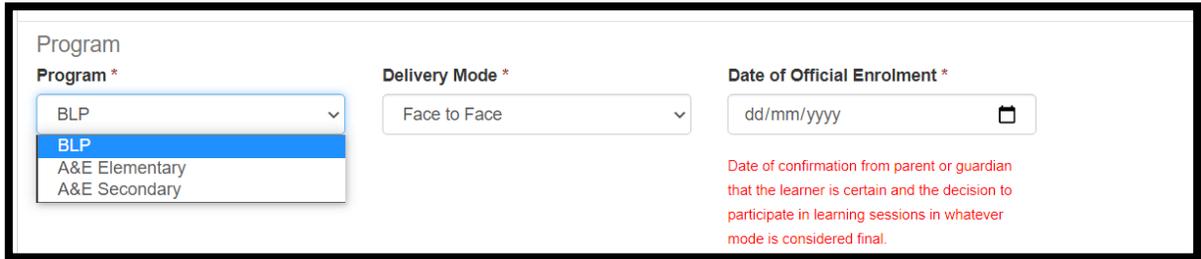
Form Fields:

- First name * (redacted)
- Middle name * (redacted)
- Last name * (redacted)
- Ext name (empty)
- Gender * (redacted)
- Birth date * (redacted)
- Country of Citizenship * (Philippines)
- Actual Modality * (Modular (print))

Steps:

Note: ALS Facilitator should review the CLC details of the learner and choose the correct option.

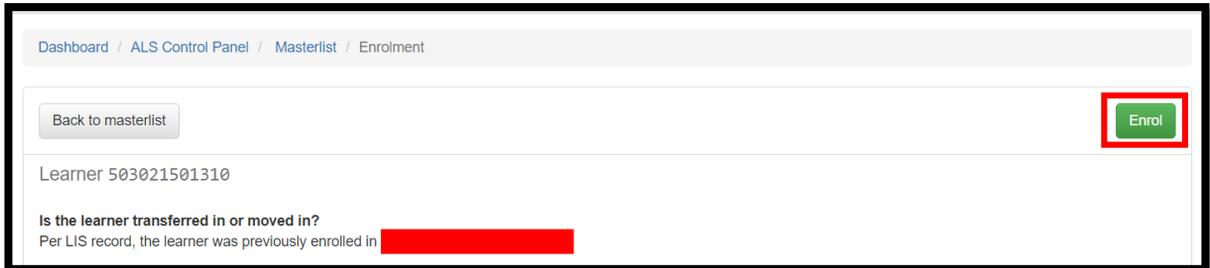
9. Click **Continue** button.



The screenshot shows a form with three main sections: 'Program', 'Delivery Mode', and 'Date of Official Enrolment'. The 'Program' dropdown menu is open, showing options: BLP (selected), A&E Elementary, and A&E Secondary. The 'Delivery Mode' dropdown is set to 'Face to Face'. The 'Date of Official Enrolment' field is a date picker showing 'dd/mm/yyyy'. A red text note below the date field reads: 'Date of confirmation from parent or guardian that the learner is certain and the decision to participate in learning sessions in whatever mode is considered final.'

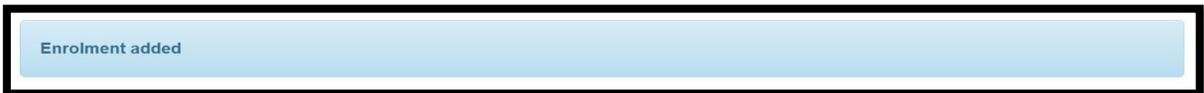
10. Update the Learner's other details if necessary.

11. Click **Enroll** button.



The screenshot shows the ALS enrolment page. The breadcrumb trail is 'Dashboard / ALS Control Panel / Masterlist / Enrolment'. There is a 'Back to masterlist' button on the left and an 'Enroll' button on the right, which is highlighted with a red border. Below the buttons, the learner ID 'Learner 503021501310' is displayed. A question 'Is the learner transferred in or moved in?' is followed by a redacted area.

A **notification message** will receive once learner has successfully enrolled.



The screenshot shows a light blue notification banner with the text 'Enrolment added'.

Steps:

Learner status should be change to **Pending Transfer**.

2	[Redacted]	A&E Secondary	Face to Face	Pending Transfer
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Functionality of Transfer tab in ALS should also be the same with Formal (K-12).

- a. Transfer-out
- b. Transfer-in

12. To check Transfer request, click the **Transfer tab**.

Transfer requests	ALS	Transfers 1	Support
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a. Transfer-out

▪ To confirm transfer-out request

1. Click **Transfer-Out** button.
2. Choose **Pending** in the dropdown list.

Transfer requests

SY 2020 - 2021

1. **Transfer-out** 1 Transfer-in

2. Pending (1)

#	Learner	Transfer details	No. of days since notification	
1	[Redacted]		0	Confirm Decline

Steps:

3. To confirm the learner, click **Confirm** button.

The screenshot shows the 'Transfer requests' page for the school year 'SY 2020 - 2021'. It features a table with columns for '# Learner', 'Transfer details', and 'No. of days since notification'. A single row is visible with a redacted learner name and a value of '0' in the 'No. of days since notification' column. In the rightmost column, there are two buttons: 'Confirm' and 'Decline'. The 'Confirm' button is highlighted with a red box and the number '3.' above it.

# Learner	Transfer details	No. of days since notification	
1	[Redacted]	0	3. Confirm Decline

4. Complete the **Transferred-out documents transmitted date** and **Transfer-out Date**. Then, click **Confirm** button.

The screenshot shows the 'Confirm transfer' form. It includes sections for 'Learner' (with redacted details), 'Transfer details' (with 'Date of official enrolment' set to 03/18/2021 and a redacted name), and 'Email Address', 'Telephone No.', and 'Mobile No.' (all set to N/A). The 'Transfer-out documents transmitted date' and 'Transfer-out Date' fields are highlighted with a red box and the number '4.' next to them. Below these fields is a 'Remarks' text area and a 'Confirm' button at the bottom left.

4.

Steps:

A **notification message** will receive once learner has successfully confirmed.



▪To decline transfer-out request

1. Click **Decline** button.



The screenshot shows a web interface for "Transfer requests" for the school year "SY 2020 - 2021". It features two tabs: "Transfer-out" (with a count of 1) and "Transfer-in". A dropdown menu is set to "Pending (1)". Below is a table with the following structure:

#	Learner	Transfer details	No. of days since notification	
1	[Redacted]	[Redacted]	0	Confirm Decline

The "Decline" button in the table is highlighted with a red box and a "1." above it, indicating the step to be taken.

2. Select Reason to decline.

3. Then, click **Decline** button.

Steps:

Decline transfer

Transfer-out **1** Transfer-in

Learner

LRN
Name
Birthdate
Gender

Transfer details

Date of official enrolment
03/18/2021
CLC

Email Address
N/A
Telephone No.
N/A
Mobile No.
N/A

2.

Select Reason
Select reason to decline

Remarks

3.

Decline

A **notification message** will receive once learner has successfully confirmed.

Transfer-out declined.

Steps:

b. Transfer-in

▪ To view the confirmed learner in transfer-in, follow the steps below:

1. Click **Transfer-in** button.
2. Choose **Confirmed** in the dropdown list.
3. Click **View** button.

The screenshot shows a web interface with a table of learners. The 'Transfer-in' button is highlighted with a red box and labeled '1.'. A dropdown menu is open, showing 'Confirmed (5)' selected, also highlighted with a red box and labeled '2.'. The table has columns for '# Learner', 'Enrolment', and 'Transfer details'. A learner record is visible with a red box over the name and a 'View' button highlighted with a red box and labeled '3.'. The enrolment details are 'Female A&E Secondary on 01/01/2021'.

#	Learner	Enrolment	Transfer details
1	[Redacted]	Female A&E Secondary on 01/01/2021	[Redacted] View

Once confirmed by the ALS facilitator

- Learner's status in the receiving CLC should change to "No Status".
- Learner's enrolment in the originating CLC should be removed.

Once declined by the ALS facilitator

- Learner's enrolment in the receiving CLC should be removed.
- Learner's enrolment in the originating CLC should be retained.

THANK YOU



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Learner Information
System (LIS) version 2.0
Helpdesk

Senior High School LIS
Official Helpdesk