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.
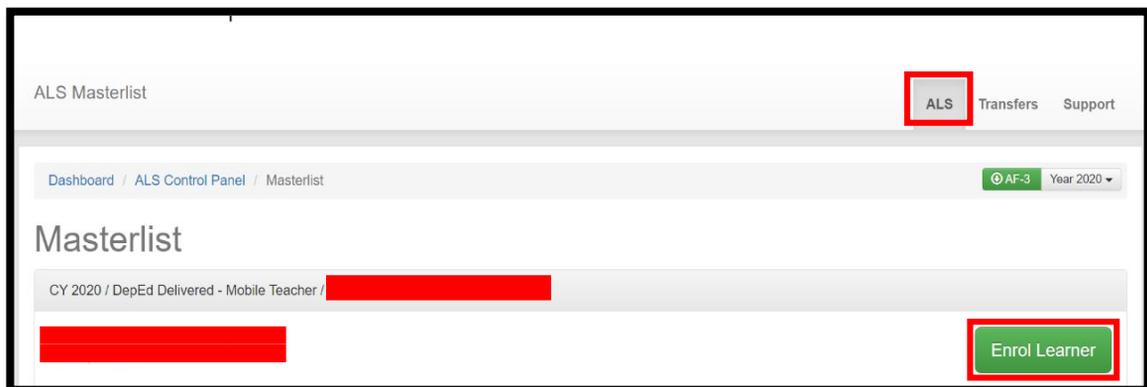
Steps:

4. Click Continue button.

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

DepED
DEPARTMENT OF EDUCATION
SULONG EduKALIDAD
planning service
USD
ICT SERVICE
USER SUPPORT DIVISION
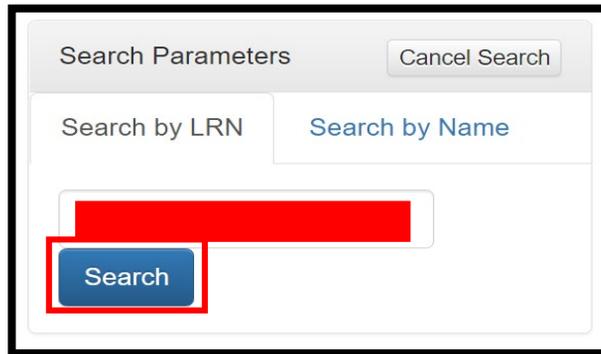
Steps:

6. Click Preview button.

7. Click Continue button.

8. ALS Facilitator will be asked "Is the learner transferred in or moved in?".

Steps:

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

9. Click **Continue** button.
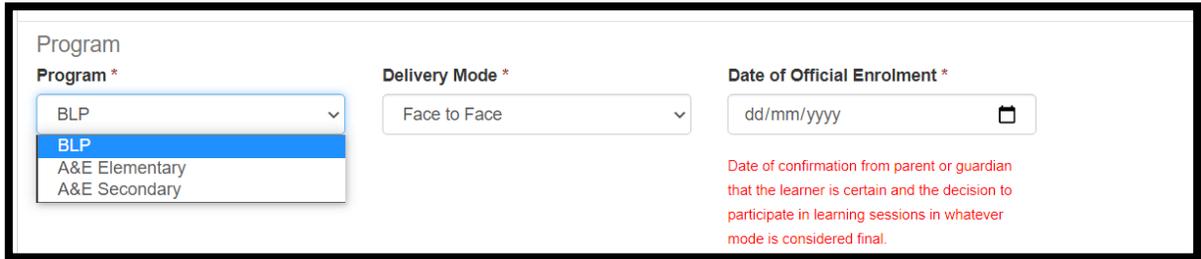
Program

Program *	Delivery Mode *	Date of Official Enrolment *
BLP ⌄	Face to Face ⌄	dd/mm/yyyy 📅
BLP		
A&E Elementary		Date of confirmation from parent or guardian
A&E Secondary		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.
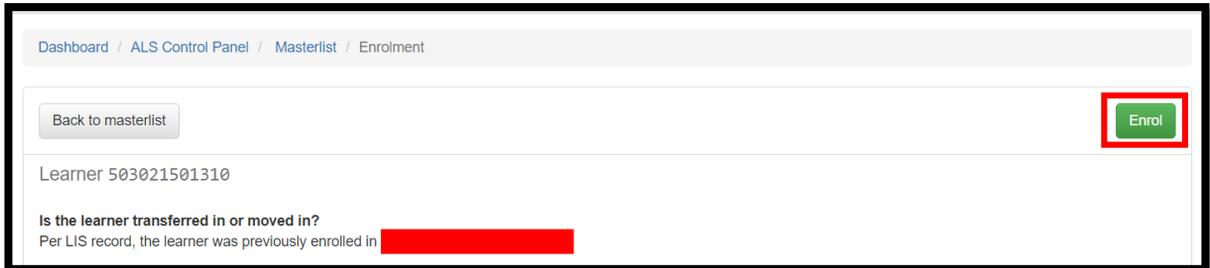
Dashboard / ALS Control Panel / Masterlist / Enrolment

Back to masterlist   Enrol

Learner 503021501310

Is the learner transferred in or moved in?
Per LIS record, the learner was previously enrolled in ▓▓▓▓▓▓▓▓▓▓▓

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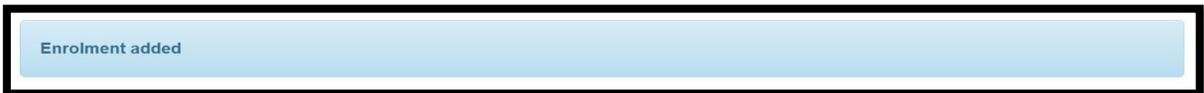
Enrolment added

Steps:

Learner status should be change to Pending Transfer.

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.

    a. Transfer-out

       ▪ **To confirm transfer-out request**

           1. Click Transfer-Out button.

           2. Choose Pending in the dropdown list.

Steps:

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

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

Steps:

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

Transfer-out confirmed.

▪**To decline transfer-out request**

1. Click Decline button.

2. Select Reason to decline.

3. Then, click Decline button.

Steps:

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

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.

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