

Tagging of Conditional Cash Transfer (CCT) with 4Ps Household Id No.

Important Reminders:

- The following changes are applied:
 - Starting 2022 onwards, tagging of CCT will be in the Learner's Profile.
 - Inclusion 4Ps Household ID Number
 - Can accept minimum 17 characters (Alphanumeric including special characters)
 - Can accept maximum 21 characters (Alphanumeric including special characters)
 - No validation on 4Ps Household ID No.

Important Reminders:

- Updating of the said data can be done thru the following:
 - During Enrolment
 - If Learner is already enrolled
 - Thru learner's Profile > Update Other Data
- These enhancements are only applied to learners enrolled in ALS and Formal (Except PSO)

Steps during Enrolment: (Formal)

1. Go to LIS website <http://lis.deped.gov.ph/> and login using the School System Admin account.

Please sign in

Username

Password

[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 login, click the Learner Information System link.

DepEd Apps

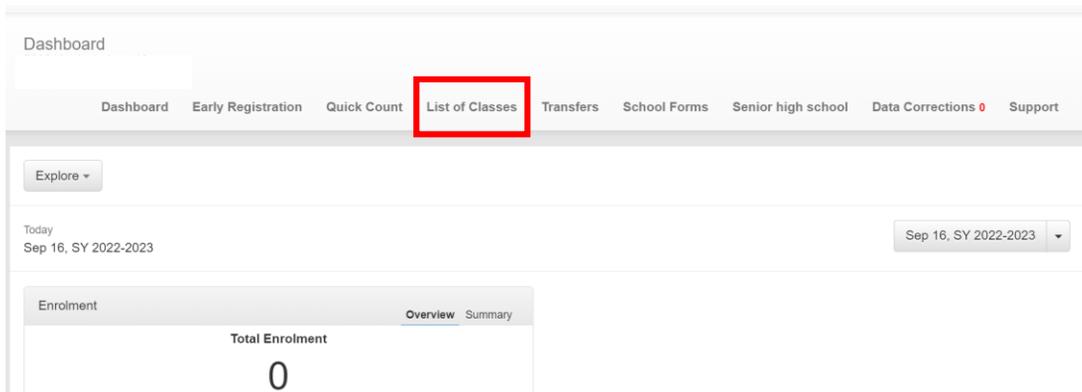
Learner Information System

Enhanced Basic Education Information System

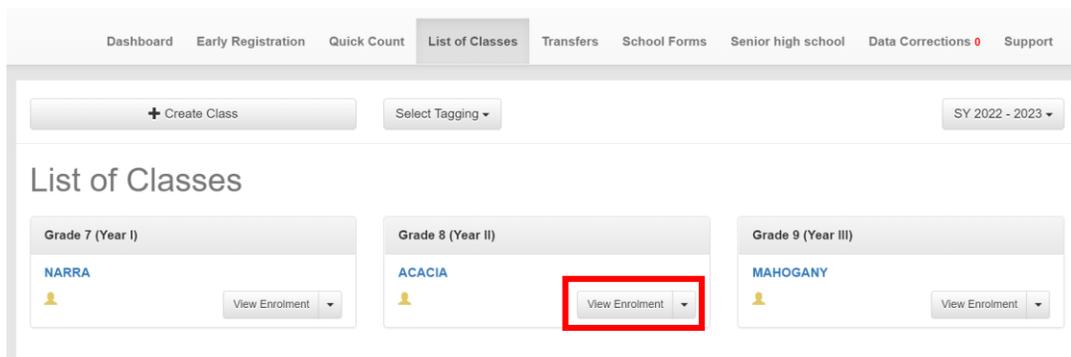
School Building Information System (For CO - EFD Personnel Only)

Steps during Enrolment: (Formal)

3. Upon Logging in, using your School System Admin account, click **List of Classes**.

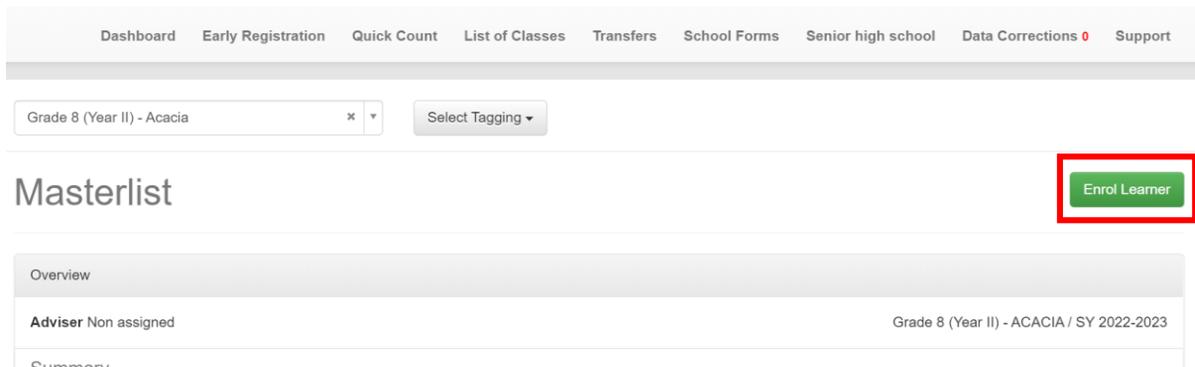


4. Click the **View Enrolment** of the specific grade and section.



Steps during Enrolment: (Formal)

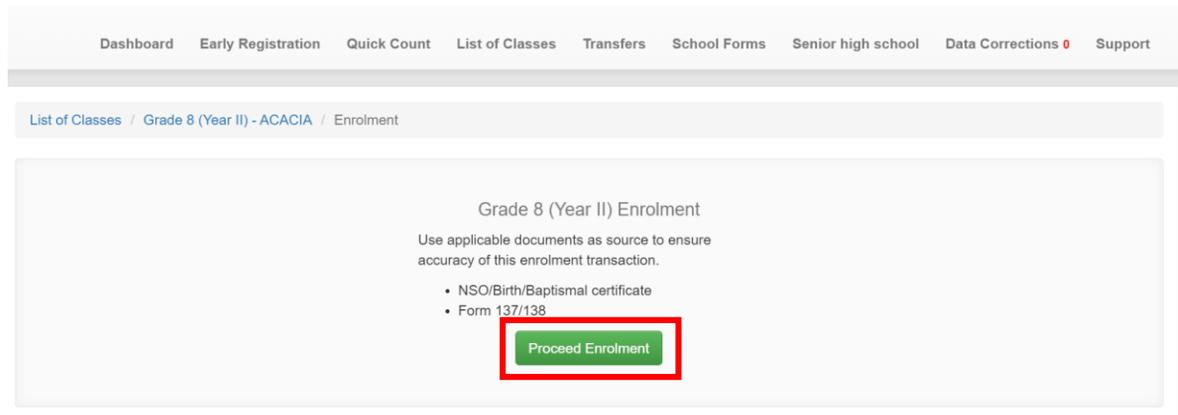
5. Click **Enrol Learner**;



The screenshot shows a navigation bar with the following items: Dashboard, Early Registration, Quick Count, List of Classes, Transfers, School Forms, Senior high school, Data Corrections 0, and Support. Below the navigation bar, there is a search field containing 'Grade 8 (Year II) - Acacia' and a 'Select Tagging' button. The main content area is titled 'Masterlist' and features a green 'Enrol Learner' button highlighted with a red border. Below the 'Masterlist' title, there is a table with the following content:

Overview	
Adviser Non assigned	Grade 8 (Year II) - ACACIA / SY 2022-2023
Summary	

6. Click **Proceed Enrolment**;



The screenshot shows a navigation bar with the following items: Dashboard, Early Registration, Quick Count, List of Classes, Transfers, School Forms, Senior high school, Data Corrections 0, and Support. Below the navigation bar, there is a breadcrumb trail: List of Classes / Grade 8 (Year II) - ACACIA / Enrolment. The main content area is titled 'Grade 8 (Year II) Enrolment' and contains the following text:

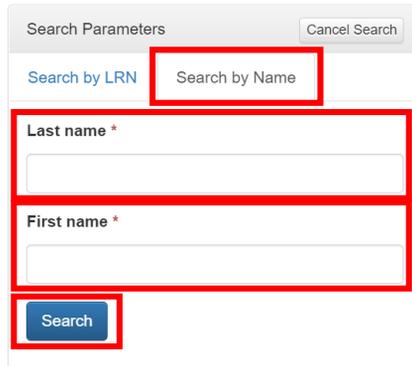
Use applicable documents as source to ensure accuracy of this enrolment transaction.

- NSO/Birth/Baptismal certificate
- Form 137/138

A green 'Proceed Enrolment' button is highlighted with a red border.

Steps during Enrolment: (Formal)

7. Click **Search by Name**, and fill up **Last Name** and **First Name** then click **Search**



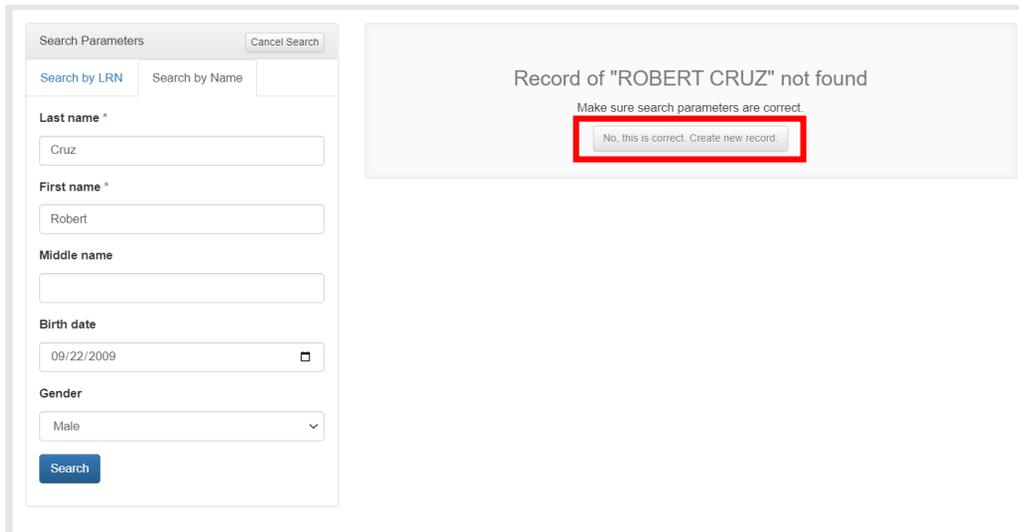
Search Parameters Cancel Search

Search by LRN Search by Name

Last name *

First name *

8. Click **No, this is correct. Create new record;**



Search Parameters Cancel Search

Search by LRN Search by Name

Last name *

First name *

Middle name

Birth date

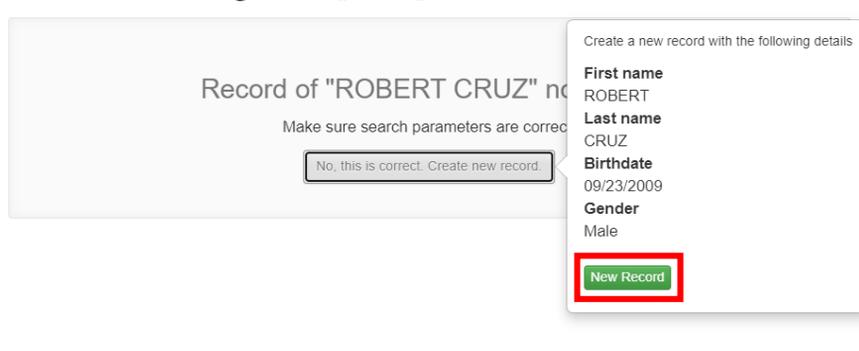
Gender

Record of "ROBERT CRUZ" not found

Make sure search parameters are correct

Steps during Enrolment: (Formal)

9. Then a confirmation message will prompt, click **New Record**.



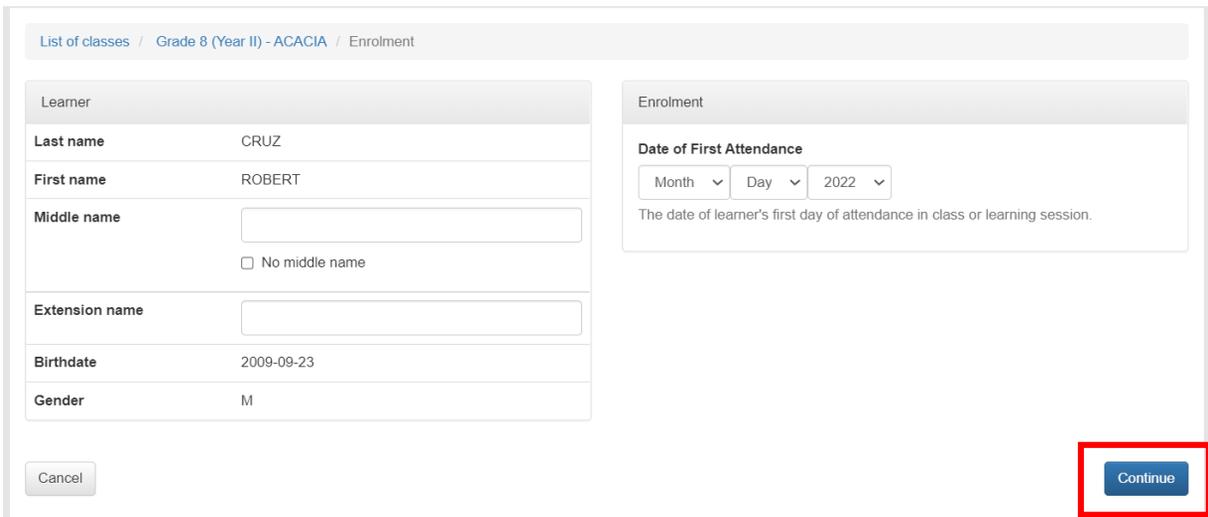
Record of "ROBERT CRUZ" not found.

Make sure search parameters are correct.

Create a new record with the following details

- First name**
ROBERT
- Last name**
CRUZ
- Birthdate**
09/23/2009
- Gender**
Male

10. Fill out the necessary information of the learner including the Date of First Attendance, then click **Continue**.



List of classes / Grade 8 (Year II) - ACACIA / Enrolment

Learner	
Last name	CRUZ
First name	ROBERT
Middle name	<input type="text"/>
	<input type="checkbox"/> No middle name
Extension name	<input type="text"/>
Birthdate	2009-09-23
Gender	M

Enrolment		
Date of First Attendance		
Month	Day	2022
The date of learner's first day of attendance in class or learning session.		

Steps during Enrolment: (Formal)

11. Fill out the necessary information of the learner, under **Conditional Cash Transfer (CCT)**, click the check box and enter the **4Ps Household ID No.** then click **Enrol**.

The screenshot shows a web form for learner enrolment. The 'Conditional Cash Transfer (CCT)' section is highlighted with a red border. It contains a checked checkbox for 'Is this learner CCT recipient?' and a text input field for 'Enter 4Ps Household ID No.' with the value '1234567890asdzxc1'. Other sections include location details (Province, City/Municipality, Zip Code, Barangay), Special Educational Needs, Vaccination status, and Actual Modality. A red box highlights the 'Enrol' button at the bottom right.

Province: NCR - NCR SECOND DISTRICT

City/Municipality: QUEZON CITY

Zip Code: 1110

Barangay: BAESA

Province: --select--

City/Municipality: --select--

Zip Code: --select--

Barangay: --select--

Conditional Cash Transfer (CCT)

Is this learner CCT recipient?

Enter 4Ps Household ID No.

1234567890asdzxc1

Special Educational Needs

Does this learner have Educational Needs?

Yes No

Classification/Type of Learner Special Educational Needs (LSEN)

-- Select --

Alternative Delivery Mode

Open high School Program(OHSP)

Other School Initiated Intervention

Not Applicable

Vaccination

Is the learner vaccinated against COVID-19?

Yes No

Actual Modality

Face to Face

Cancel

Enrol

The screenshot shows the 'Masterlist' page. A green 'Enrol Learner' button is visible in the top right. A blue confirmation message states 'Learner enrolment saved.' Below this is an 'Overview' section.

Masterlist

Enrol Learner

Learner enrolment saved.

Overview

Steps in Updating CCT Household ID No.: (Formal)

1. Upon updating CCT Household ID No., click **Profile**;

Adviser Non assigned Grade 8 (Year II) - ACACIA / SY 2022-2023

Warning The following requires immediate attention.
no class adviser

Summary

No of learners			Male	Female	Total		Male	Female	Total				
1						Transfer-in	0	0	0	<u>CCT Recipient</u>	1	0	1
Male	Female					Balik-aral	0	0	0	<u>ALIVE</u>	0	0	0
1	0					Repeater	0	0	0	<u>ADM</u>	0	0	0

Transferred out 0

Dropped out 0

No longer participating in learning activities 0

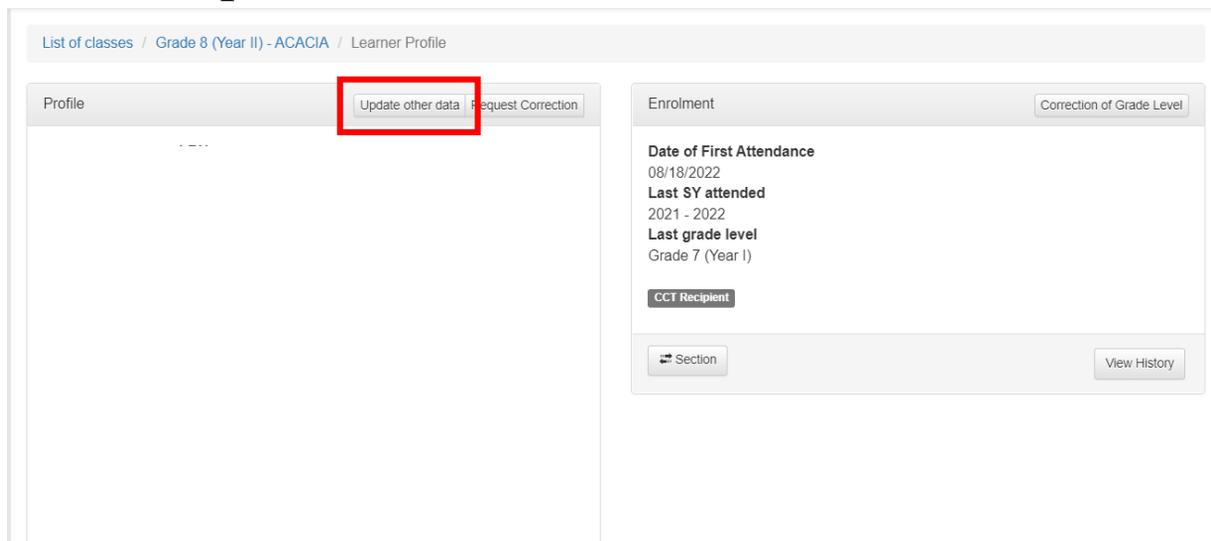
Repeater 0

Enrolment

#	Gender	Date of First Attendance	Status	
	M	08/18/22	No status	Profile

Steps in Updating CCT Household ID No.: (Formal)

2. Click Update Other Data;



The screenshot displays the 'Learner Profile' page for a Grade 8 (Year II) student in the ACACIA class. The page is divided into two main sections: 'Profile' and 'Enrolment'. In the 'Profile' section, the 'Update other data' button is highlighted with a red rectangular box. The 'Enrolment' section shows the student's attendance and grade level information.

Profile

- Update other data
- Request Correction

Enrolment

- Correction of Grade Level
- Date of First Attendance**
08/18/2022
- Last SY attended**
2021 - 2022
- Last grade level**
Grade 7 (Year I)
- CCT Recipient
- Section
- View History

Steps in Updating CCT Household ID No.: (Formal)

3. After updating 4Ps Household ID No., click Save.

Same as current address

Province: Philippines

Province: NCR - NCR SECOND DISTRICT

City/Municipality: QUEZON CITY

Zip Code: 1110

Barangay: BAESA

Province: NCR - NCR SECOND DISTRICT

City/Municipality: QUEZON CITY

Zip Code: 1110

Barangay: BAESA

Conditional Cash Transfer (CCT)

Is this learner CCT recipient?

Enter 4Ps Household ID No.

1234567890ictsud

Special Educational Needs

Does this learner have Educational Needs?

Yes No

Classification/Type of Learner Special Educational Needs (LSEN)

-- Select --

Vaccination

Is the learner vaccinated against COVID-19?

Yes No

Actual Modality

Face to Face

Save

Back

During Enrolment in ALS:

1. Tick the check box “Is this learner CCT Recipient?”, then enter the 4Ps Household ID No. then click **Enroll** button.

[Back to masterlist](#) Enrol

Learner new lrn

First name * **Middle name *** **Last name *** **Ext name**

No Middle name

Gender * **Birth date *** **Country of Citizenship *** **Actual Modality ***

Program

Program * **Delivery Mode *** **Date of First Attendance ***

Abot-alam

Is this learner CCT recipient?

Enter 4Ps Household ID No.

*Household Id number must consist of 17 to 21 characters.

Attending Education and Skills Training (EST)? *

Yes No

The date of learner's first day of attendance in class or learning session.

Community Learning Center

Select from recently used CLC

100580 - Patac ES ELEM Find an existing CLC in your assigned barangay.

During Enrolment in ALS:

2. Once updated, an icon will appear next to the learner's name.

Dashboard / ALS Control Panel / Masterlist AF-3 Year 2021

Masterlist

CY 2021 / DepEd Delivered - Mobile Teacher /

100580 - Patac ES ELEM [Enrol Learner](#)
PATAc, GALIMUYOD

Learner	Gender	Date of First Attendance	Program	Delivery Mode	Status	
1	 F	09/15/2021	BLP	Face to Face	No status	Update Profile
2	 F	09/15/2021	A&E Elementary	Face to Face	No status	Update Profile
3	 F	09/21/2021	BLP	Face to Face	No status	Update Profile
4	 Learner is CCT recipient		A&E Elementary	Face to Face	No status	Update Profile
5	 M	09/15/2021	A&E Secondary	Face to Face	No status	Update Profile
6	 M	10/13/2021	A&E Elementary	Face to Face	No status	Update Profile
7	 M	01/09/2022	A&E Elementary	Face to Face	No status	Update Profile
8	 F	06/15/2022	A&E Elementary (with EST)	Face to Face	No status	Update Profile
9	 M	01/06/2022	A&E Secondary	Face to Face	No status	Update Profile



Learner is CCT Recipient icon

Updating CCT Household ID No.: (ALS)

1. Click the **Update** button

Dashboard / ALS Control Panel / Masterlist

AF-3 Year 2021

Masterlist

CY 2021 / DepEd Delivered - Mobile Teacher /

100580 - Patac ES ELEM
PATAc, GALIMUYOD

Enrol Learner

Learner	Gender	Date of First Attendance	Program	Delivery Mode	Status	
1	 F	09/15/2021	BLP	Face to Face	No status	<input type="button" value="Update"/> <input type="button" value="Profile"/>
2	 F	09/15/2021	A&E Elementary	Face to Face	No status	<input type="button" value="Update"/> <input type="button" value="Profile"/>
3	 F	09/21/2021	BLP	Face to Face	No status	<input type="button" value="Update"/> <input type="button" value="Profile"/>
4	 Learner is CCT recipient		A&E Elementary	Face to Face	No status	<input type="button" value="Update"/> <input type="button" value="Profile"/>
5	 M	09/15/2021	A&E Secondary	Face to Face	No status	<input type="button" value="Update"/> <input type="button" value="Profile"/>
6	 M	10/13/2021	A&E Elementary	Face to Face	No status	<input type="button" value="Update"/> <input type="button" value="Profile"/>
7	 M	01/09/2022	A&E Elementary	Face to Face	No status	<input type="button" value="Update"/> <input type="button" value="Profile"/>
8	 F	06/15/2022	A&E Elementary (with EST)	Face to Face	No status	<input type="button" value="Update"/> <input type="button" value="Profile"/>
9	 M	01/06/2022	A&E Secondary	Face to Face	No status	<input type="button" value="Update"/> <input type="button" value="Profile"/>



Updating CCT Household ID No.: (ALS)

2. Enter the updated 4Ps Household ID No. then click **Update** button.

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

Learner 501022190031

First name * WINNIE	Middle name * <input type="checkbox"/> No Middle name	Last name * BANEZ	Ext name
Gender * Male	Birth date * 01/29/1994	Country of Citizenship * Philippines	Actual Modality * Face to Face

Program

Program * A&E Elementary	Delivery Mode * Face to Face	Date of First Attendance * 09/13/2021
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Abot-alam

Status *
No status

TESDA National Certificate Passer? *

Yes
 No

Is this learner CCT recipient?

Enter 4Ps Household ID No.
123456789012345676

Attending Education and Skills Training (EST)? *

Yes
 No

The date of learner's first day of attendance in class or learning session.