



---

# ESC and SHS QVR ID Tagging for Junior and Senior High School

## User Guide

### Reminder:

- ESC ID Tagging facility is only available for Grade 7-10 in Private Schools.
- SHS QVR ID Tagging facility is only available for Grade 11-12 (1<sup>st</sup> and 2<sup>nd</sup> semester) in Private Schools.
- Transferred learners who were previously tagged from the previous school should be retagged in the receiving school (if applicable).

### Procedure for Tagging ESC for Junior High School

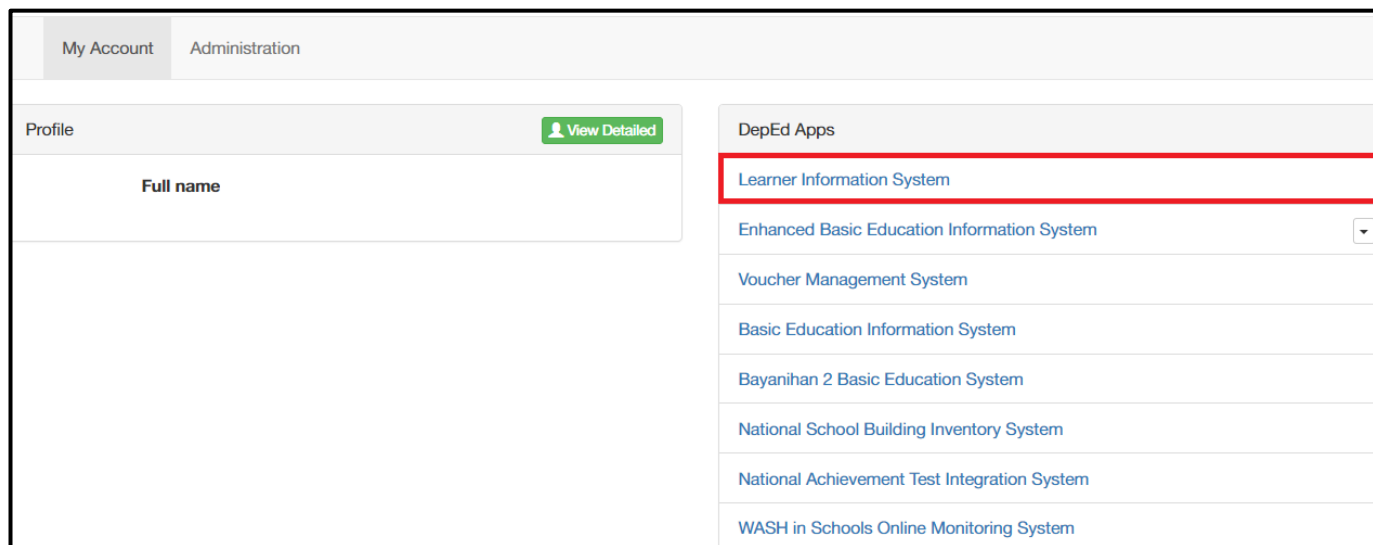
1. Go to the LIS website: <http://lis.deped.gov.ph> and log in using your account.

Please sign in

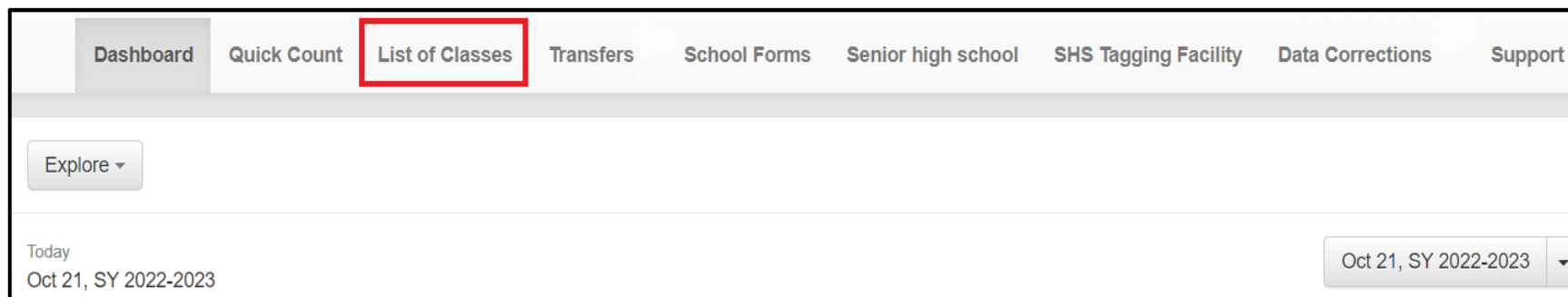
Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

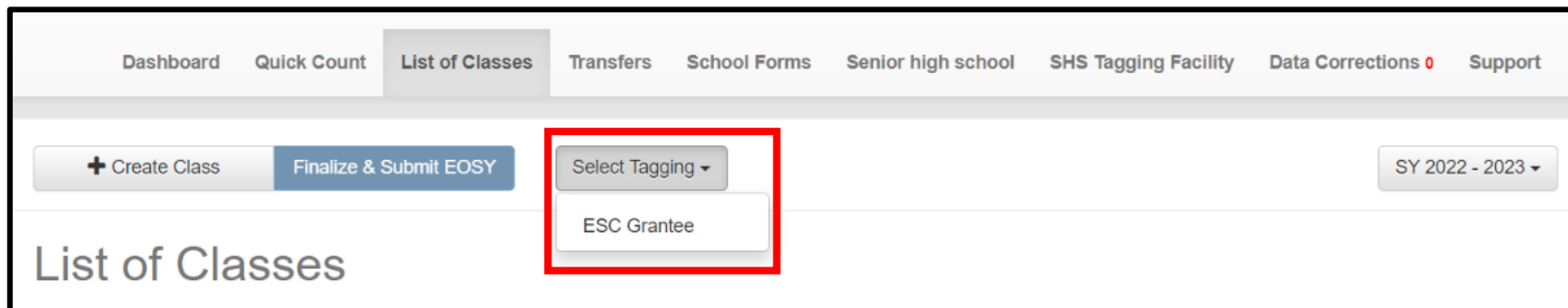
2. Once logged in, click the Learner Information System.



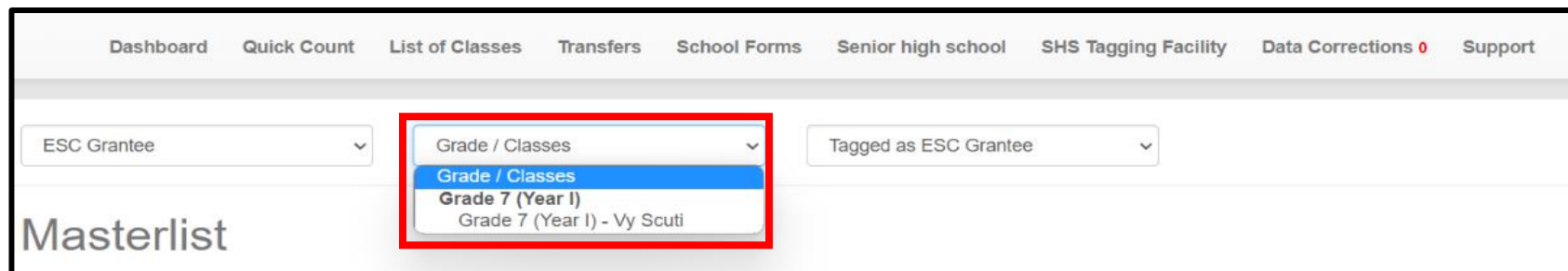
3. Click the **List of Classes** tab



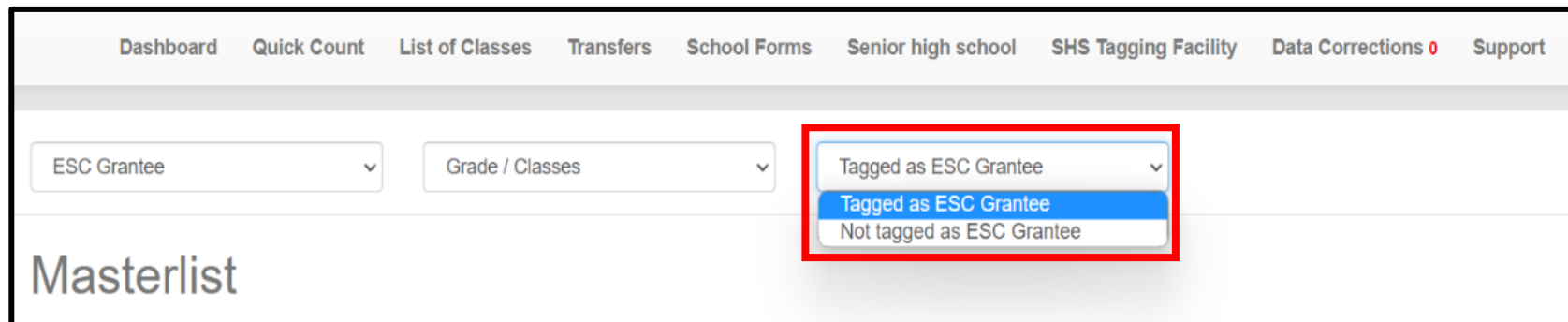
4. Click the Select Tagging dropdown and select ESC Grantee.



5. Click the Grade/Classes dropdown and select the Grade Level and Sections of learners to be tagged as ESC.




6. Click the 3<sup>rd</sup> dropdown and select Not Tagged as ESC Grantee.




The screenshot shows the 'SHS Tagging Facility' page. At the top, there is a navigation bar with links: Dashboard, Quick Count, List of Classes, Transfers, School Forms, Senior high school, SHS Tagging Facility, Data Corrections 0, and Support. Below the navigation bar, there are three dropdown menus. The first is labeled 'ESC Grantee' and is currently set to 'ESC Grantee'. The second is labeled 'Grade / Classes'. The third dropdown menu is open, showing two options: 'Tagged as ESC Grantee' (highlighted in blue) and 'Not tagged as ESC Grantee'. A red box highlights this third dropdown menu. Below the dropdowns, the word 'Masterlist' is visible.

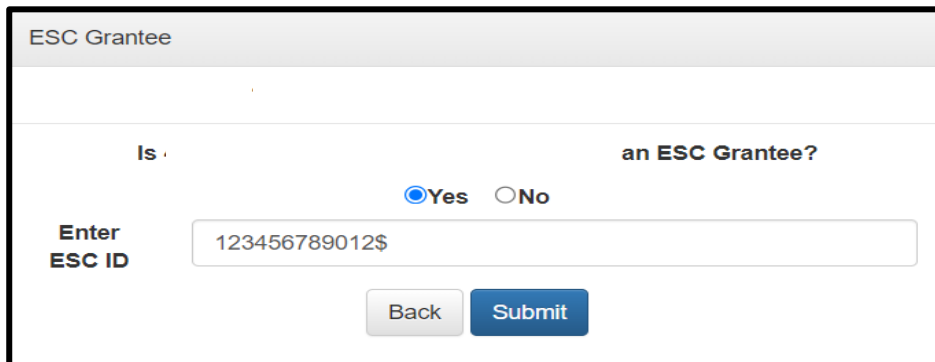
7. Click the pencil icon under the Option column across the learner's name to edit the status.



The screenshot shows the 'Enrolment' section for a learner. At the top, it says 'Grade 7 (Year I) - VY SCUTI / SY 2022-2023' and '• ESC Grantee - ESC Grantee'. Below this is a table with the following columns: #, Learner, Gender, Date of First Attendance, ESC Grantee, and Option. The first row of data shows a learner with ID 1, Gender M, Date of First Attendance 06/04/22, and ESC Grantee N. The 'Option' column for this learner has a red box around it, containing a 'Profile' button and a pencil icon.

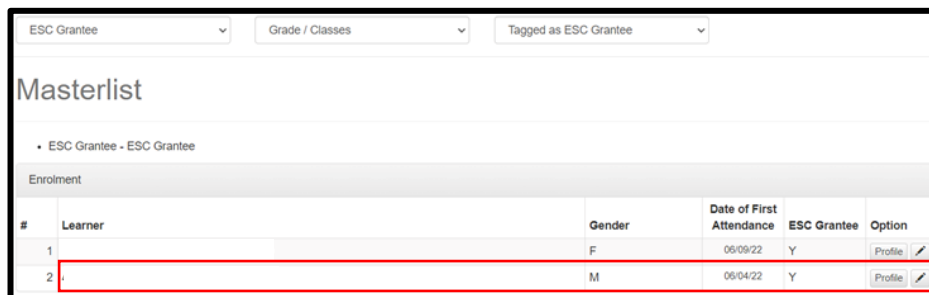
#	Learner	Gender	Date of First Attendance	ESC Grantee	Option
1		M	06/04/22	N	Profile 

8. Select **YES** and enter the ESC ID and click the **Submit** button. ESC ID consists of alphanumeric and special characters that have a minimum of 8 characters. If there is no ESC ID, type “Not Available”.



The screenshot shows a form titled "ESC Grantee". It contains a question: "Is [Learner Name] an ESC Grantee?". Below the question are two radio buttons: "Yes" (selected) and "No". To the left of the radio buttons is a text input field labeled "Enter ESC ID" containing the alphanumeric string "123456789012\$". At the bottom of the form are two buttons: "Back" and "Submit".

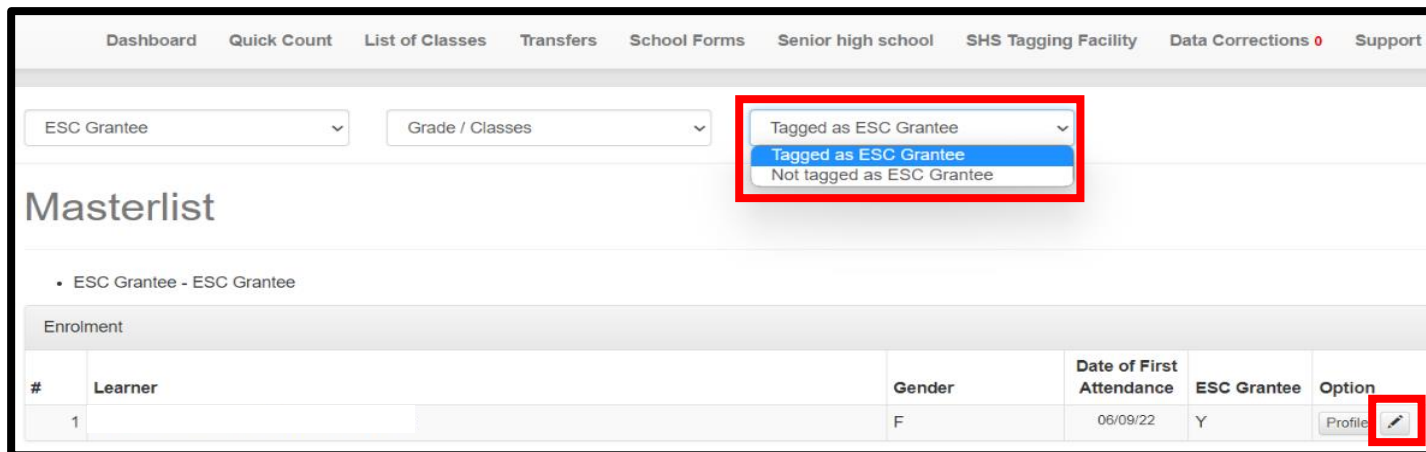
9. The learner’s name should be displayed under the ESC Grantee section.



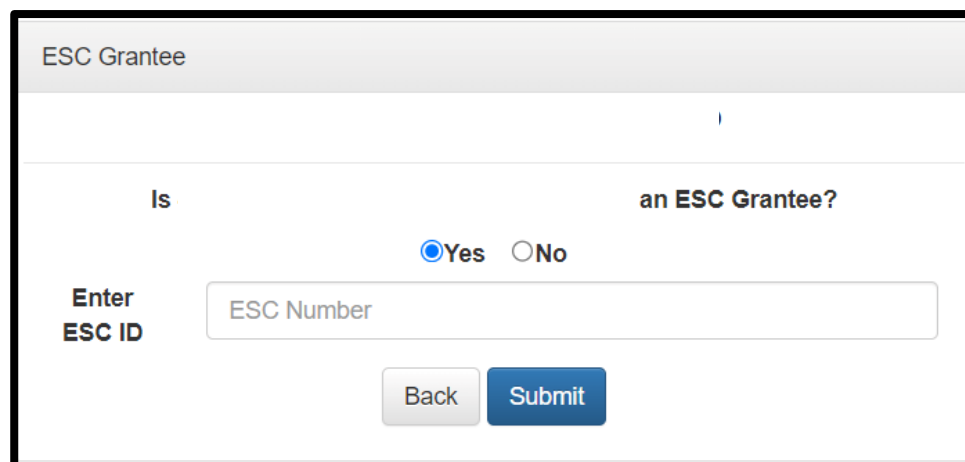
The screenshot shows a "Masterlist" table with filters for "ESC Grantee", "Grade / Classes", and "Tagged as ESC Grantee". The table has columns for "#", "Learner", "Gender", "Date of First Attendance", "ESC Grantee", and "Option". Two rows are visible, with the second row highlighted in red.

#	Learner	Gender	Date of First Attendance	ESC Grantee	Option
1	[Redacted]	F	06/09/22	Y	Profile ✓
2	[Redacted]	M	06/04/22	Y	Profile ✓

10. If the learner was already tagged and needs the ID to be added, click the 3<sup>rd</sup> dropdown menu, and select “Tagged as ESC Grantee”, then click the pencil icon.



11. Add the ESC ID then click the Submit button.



## Procedure for Tagging SHS QVR ID for Senior High School

1. Go to the LIS website: <http://lis.deped.gov.ph> and log in using your account.

### Please sign in

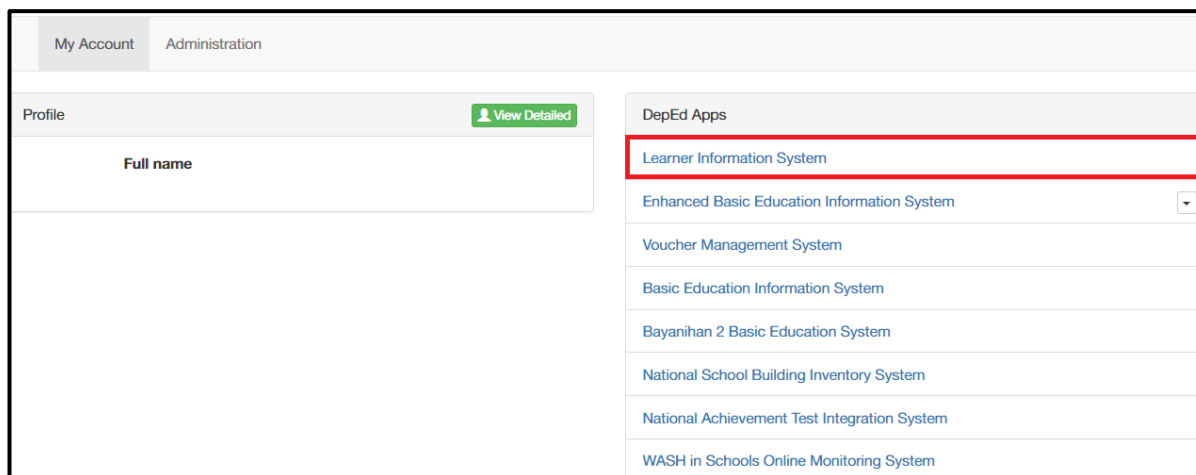
  
  

---

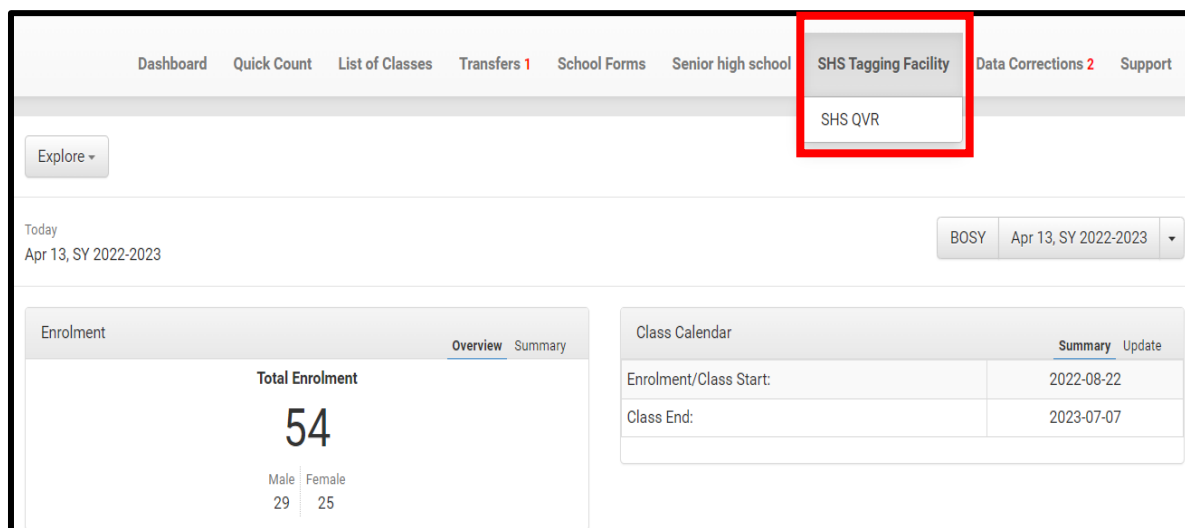
**Forgot password?**

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 logged in, click the Learner Information System.

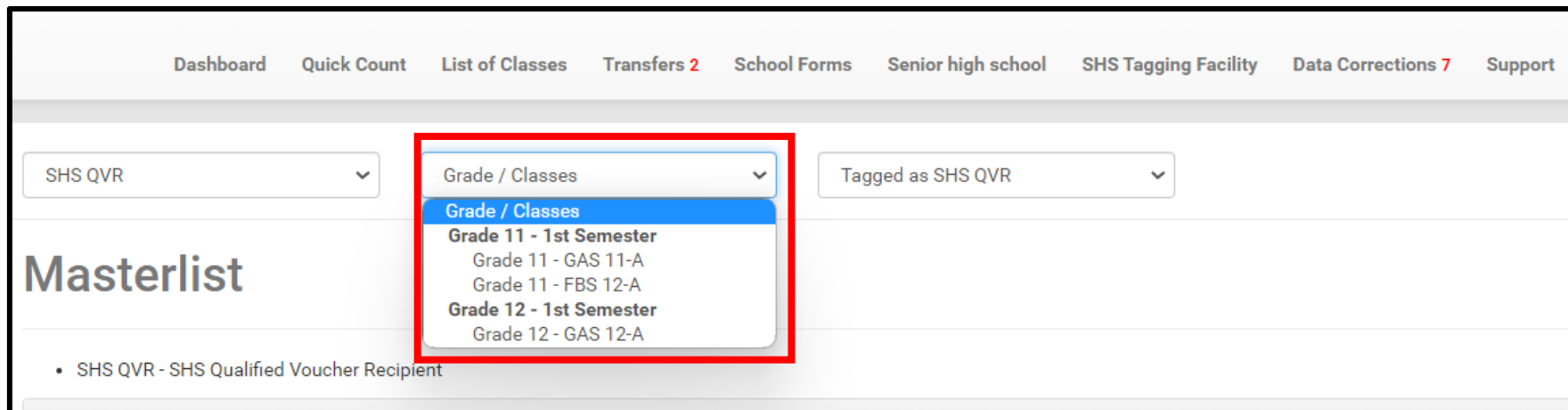


3. Click the SHS Tagging tab and select SHS QVR.

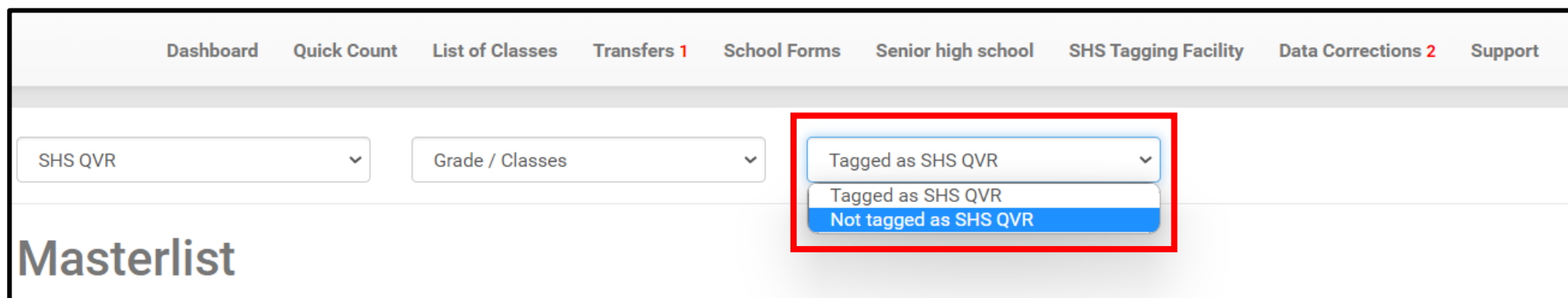




4. Click the **Grade/Classes** dropdown and select the Grade level and Section of the learners to be tagged in SHS QVR.



5. Click the 3<sup>rd</sup> dropdown option and select “Not Tagged as SHS QVR.”



6. Click the Pencil Icon to under the option column across the learner's name to edit the status.

Enrolment					
#	Learner	Gender	Date of First Attendance	SHS QVR	Option
1		M	08/31/22	N	Profile 

7. Select **YES** and enter the SHS QVR ID and click the **Submit** button. SHS QVR ID consists of alphanumeric and special characters that have a minimum of 8 characters. If there is no SHS QVR ID, type "Not Available".

SHS QVR

---

Is  Yes  No an SHS QVR?

Enter SHS QVR ID

8. To view the tagged learners, click the “Tagged as SHS QVR” in the 3<sup>rd</sup> dropdown menu.

**Note:** Learners from Junior High School will also appear in the list, but the pencil icon is disabled.

SHS QVR    Grade / Classes    Tagged as SHS QVR

### Masterlist

- SHS QVR - SHS Qualified Voucher Recipient

Enrolment

#	Learner	Gender	Date of First Attendance	SHS QVR	Option
1		F	08/22/22	Y	Profile
2		F	11/18/22	Y	Profile
3		F	08/22/22	Y	Profile
4		F	08/23/22	Y	Profile
5		M	08/22/22	Y	Profile
6		M	08/22/22	Y	Profile
7		M	08/31/22	Y	Profile
8		F	08/22/22	Y	Profile
9		M	08/31/22	Y	Profile
10		M	08/31/22	Y	Profile

9. If the learner was already tagged and needs the ID to be added, click the 3<sup>rd</sup> dropdown menu, and select “Tagged as SHS QVR”, then click the pencil icon.

Dashboard Quick Count List of Classes Transfers 2 School Forms Senior high school SHS Tagging Facility Data Corrections 7 Support

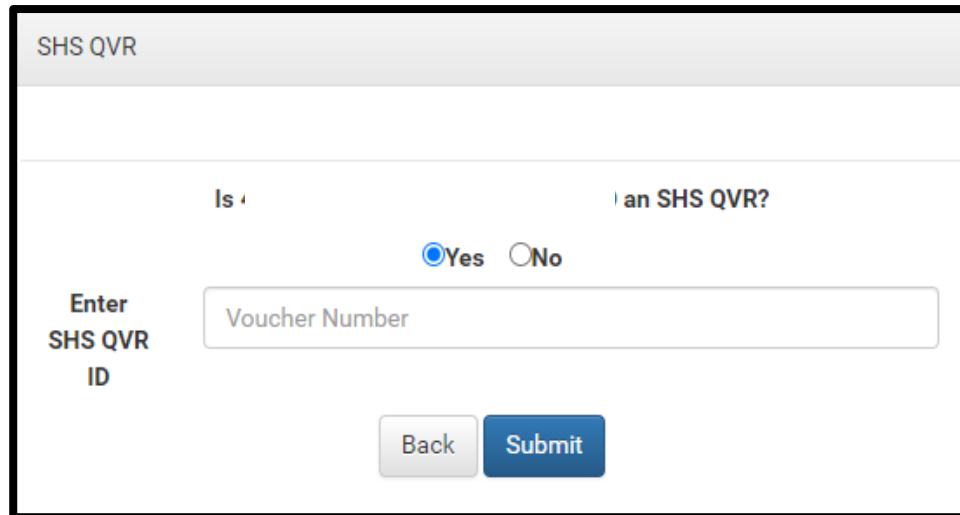
SHS QVR Grade / Classes Tagged as SHS QVR

## Masterlist

- SHS QVR - SHS Qualified Voucher Recipient

Enrolment					
#	Learner	Gender	Date of First Attendance	SHS QVR	Option
1		F	08/22/22	Y	Profile
2		F	11/18/22	Y	Profile
3		F	08/22/22	Y	Profile
4		F	08/23/22	Y	Profile
5		M	08/22/22	Y	Profile
6		M	08/22/22	Y	Profile
7		M	08/31/22	Y	Profile

10. Add the SHS QVR ID the click the Submit button.



The screenshot shows a web form titled "SHS QVR". It contains a question: "Is [redacted] an SHS QVR?". Below the question are two radio buttons: "Yes" (which is selected) and "No". To the left of the radio buttons is the text "Enter SHS QVR ID". Below the radio buttons is a text input field labeled "Voucher Number". At the bottom of the form are two buttons: "Back" and "Submit".