

Face to Face Tagging Facility

Procedure for Face to Face Tagging Facility for K to 12.

1. Go to LIS website <http://lis.deped.gov.ph> and log in using **School Head or System Admin** or **School Personnel** 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 logged in, click **Learner Information System**.

My Account Administration

Profile [View Detailed](#)

Full name Florante Calalang Marmeto

DepEd Apps

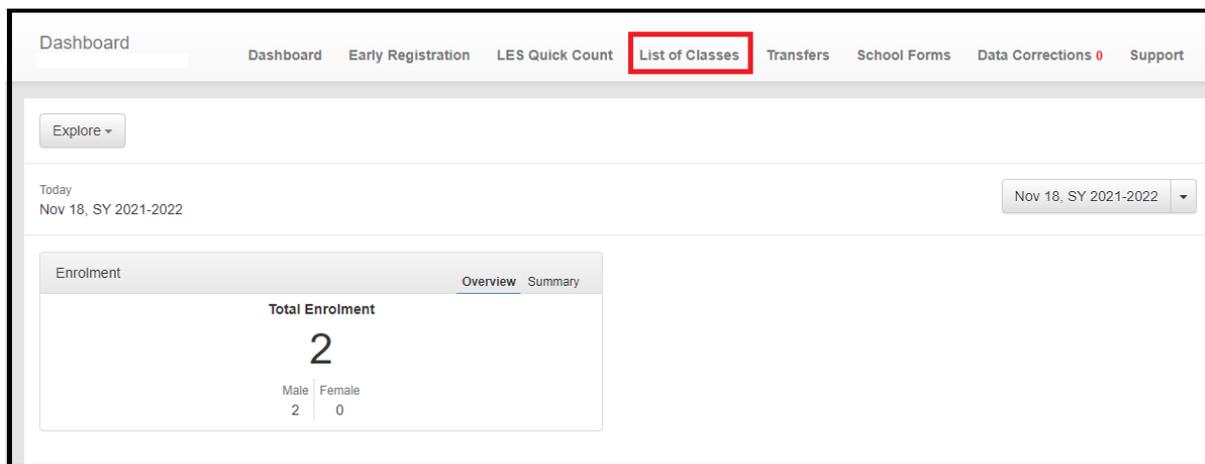
[Learner Information System](#)

[Enhanced Basic Education Information System](#)

[School Building Information System \(For CO - EFD Personnel Only\)](#)

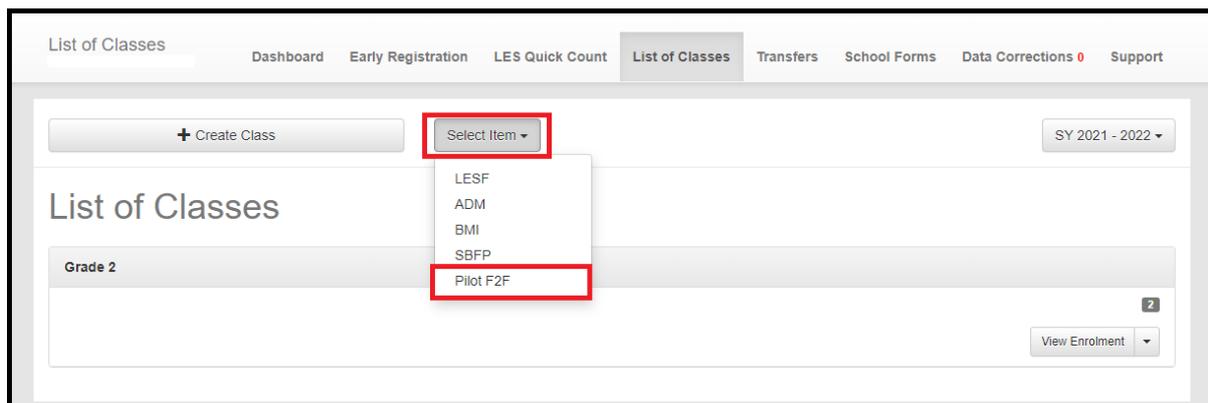
[Basic Education Information System](#)

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



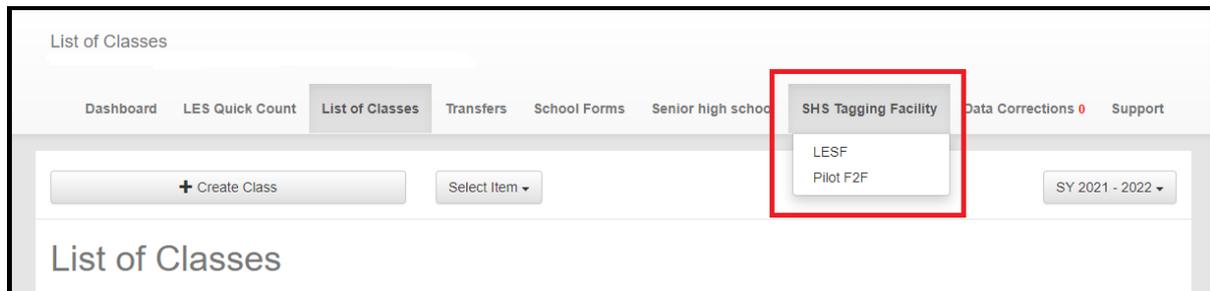
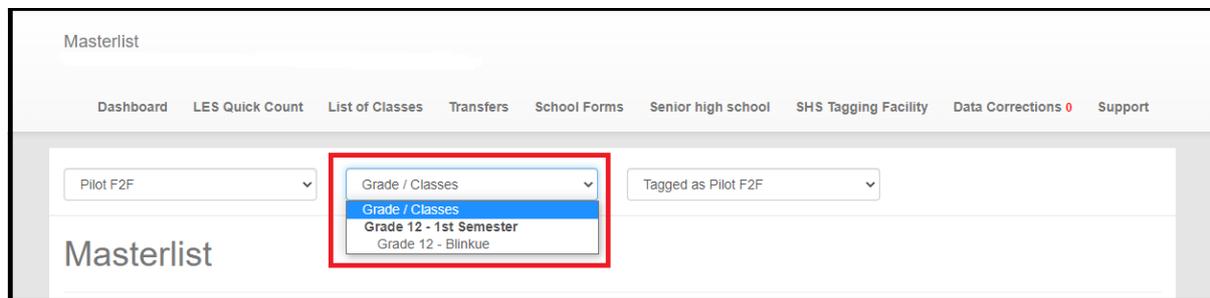
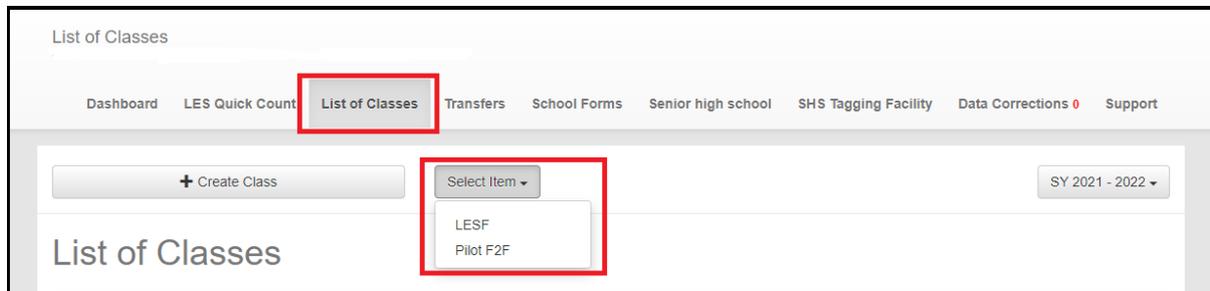
4. Click the **Select Item**. Pilot F2F option should be displayed.

For K-10



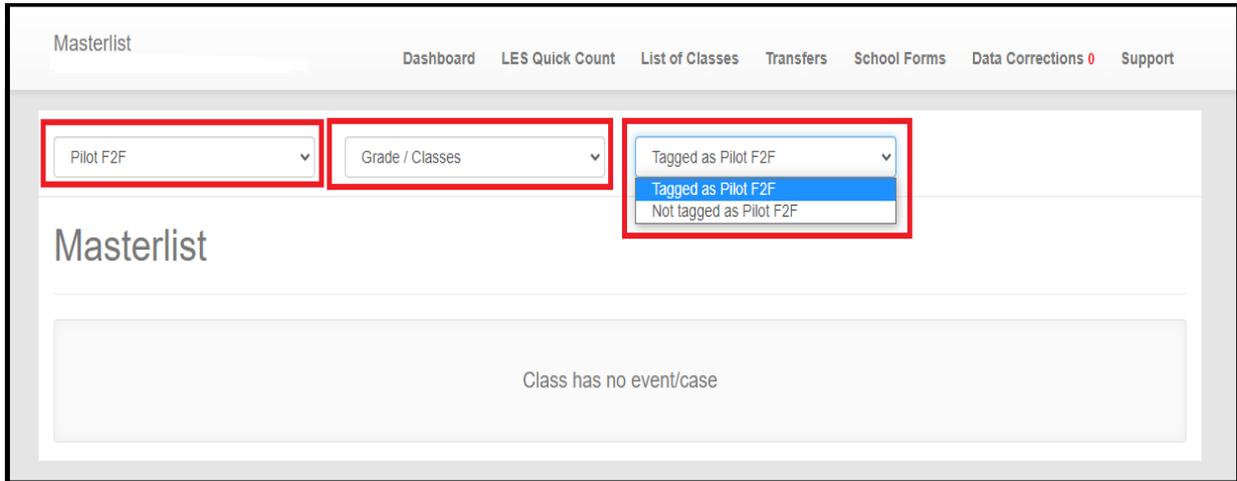
For SHS

Click List of Classes tab and Select Item choose Pilot F2F and click Grade/Classes button. Or click **SHS Tagging Facility**.

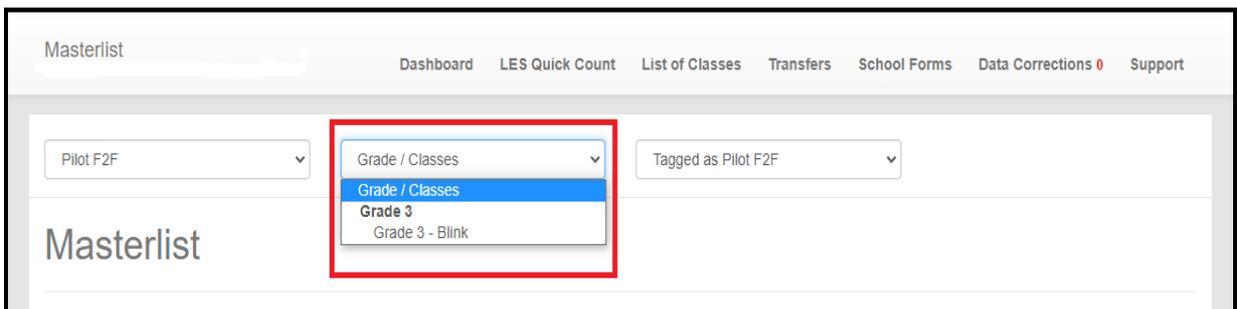


5. Select the **Pilot F2F** option in the list.

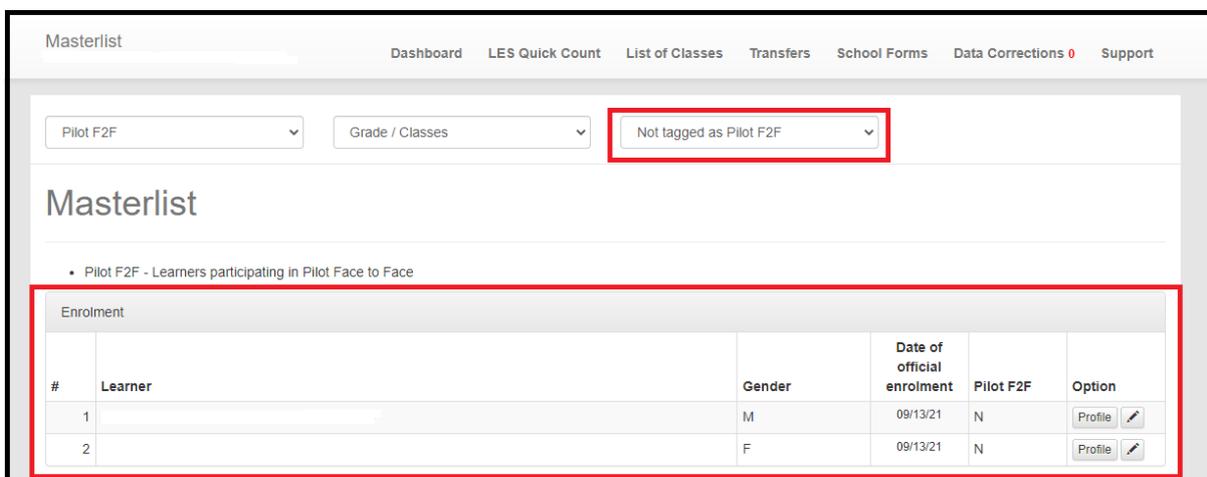
The three (3) following dropdown button will appear and it may be used to filter by **Item select**, **Grade / Classes** and **Tagged as Pilot F2F or Not Tagged as Pilot F2F**



6. Click the **Grade/Classes** to select Grade level and Section of learners to be tagged in Pilot F2F



7. Click the **3rd dropdown option** and select Not Tagged as Pilot F2F to see the list of learners participating in Pilot Face to Face.



List of learners that have been tagged in Pilot F2F should be displayed as follows:

1. LRN
2. Learner's name
3. Gender
4. Date of first attendance
5. Y under Pilot F2F option
6. Profile button
7. Edit (pencil icon) button.

OR Class has no event/case" message should be displayed if no learner/s has been tagged in the Pilot F2F.

8. Select the learner's name to be tagged in the Pilot F2F and click the Edit (pencil icon) button under the Option column.

The screenshot shows the 'Masterlist' page with a navigation bar at the top containing 'Dashboard', 'LES Quick Count', 'List of Classes', 'Transfers', 'School Forms', 'Data Corrections 0', and 'Support'. Below the navigation bar are three dropdown menus: 'Pilot F2F', 'Grade / Classes', and 'Not tagged as Pilot F2F'. The main content area is titled 'Masterlist' and contains a sub-section 'Pilot F2F - Learners participating in Pilot Face to Face'. Underneath is an 'Enrolment' table with the following data:

#	Learner	Gender	Date of official enrolment	Pilot F2F	Option
1	[Redacted]	M	09/13/21	N	Profile
2	[Redacted]	F	09/13/21	N	Profile

9. After clicking the edit icon the following should be displayed:
 1. LRN
 2. Learner's name
 3. Tagging question
 4. Yes and No options
 5. Submit and Back buttons

Event Tagging

Dashboard LES Quick Count List of Classes Transfers School Forms Data Corrections 0 Support

Pilot F2F

Is Yes No participating in the SY 2021 - 2022 Pilot Limited Face to Face Classes?

10. Select the **correct option** for the learner. If you tick the YES and click the **Submit** button a 'Learner updated' notification should be displayed. The learner's name should be included in Tagged as Pilot F2F button.

Masterlist

Dashboard LES Quick Count List of Classes Transfers School Forms Data Corrections 0 Support

Pilot F2F Grade / Classes Not tagged as Pilot F2F

Masterlist

Learner updated

- Pilot F2F - Learners participating in Pilot Face to Face

Enrolment					
#	Learner	Gender	Date of official enrolment	Pilot F2F	Option
1		F	09/13/21	N	Profile

Masterlist

Dashboard LES Quick Count List of Classes Transfers School Forms Data Corrections 0 Support

Pilot F2F Grade / Classes Tagged as Pilot F2F

Masterlist

- Pilot F2F - Learners participating in Pilot Face to Face

Enrolment					
#	Learner	Gender	Date of official enrolment	Pilot F2F	Option
1		M	09/13/21	Y	Profile

11. If Submit button is not selected, clicking the Back button will return to the previous page Masterlist or Classes, and the learner will still be in the list of Not Tagged as Pilot F2F.

Event Tagging Dashboard Early Registration LES Quick Count List of Classes Transfers School Forms Data Corrections 0 Support

Pilot F2F

Is participating in the SY 2021 - 2022
Pilot Limited Face to Face Classes?

Yes No

Back Submit

Masterlist Dashboard Early Registration LES Quick Count List of Classes Transfers School Forms Data Corrections 0 Support

Pilot F2F
Grade / Classes
Not tagged as Pilot F2F

Masterlist

- Pilot F2F - Learners participating in Pilot Face to Face

Enrolment					
#	Learner	Gender	Date of official enrolment	Pilot F2F	Option
1	<input type="text"/>	M	08/18/21	N	Profile