

# LESF Tagging Facility

## Procedure for Learner Enrollment and Survey Tagging Facility for K to 12.

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

My Account Administration

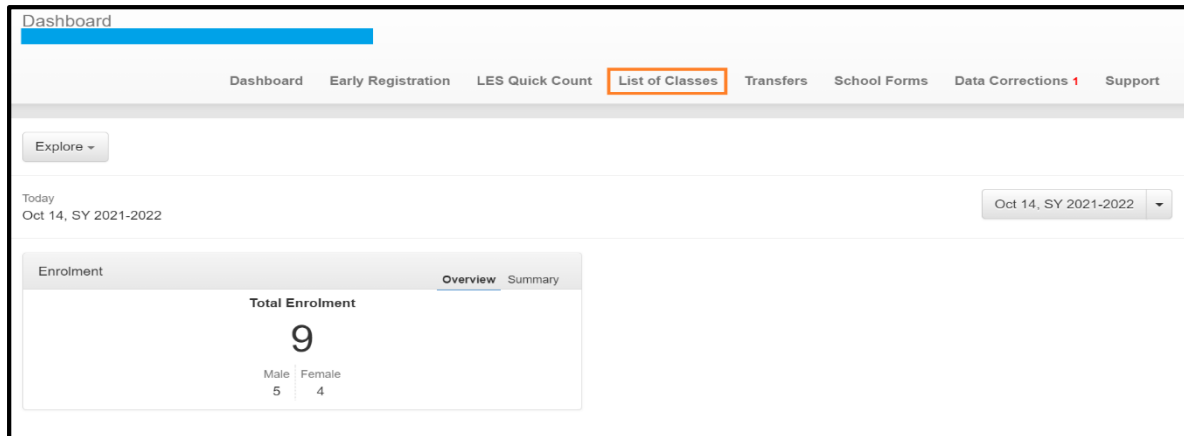
Profile [View Detailed](#)

Full name Florante Calalang Marmeto

DepEd Apps

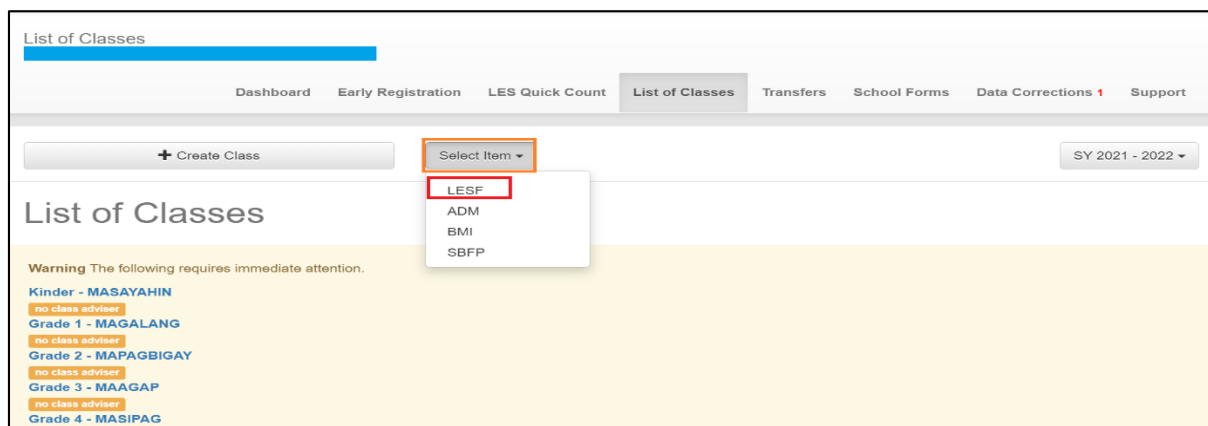
- Learner Information System**
- Enhanced Basic Education Information System
- School Building Information System (For CO - EFD Personnel Only)
- Basic Education Information System

3. Click the List of Classes tab



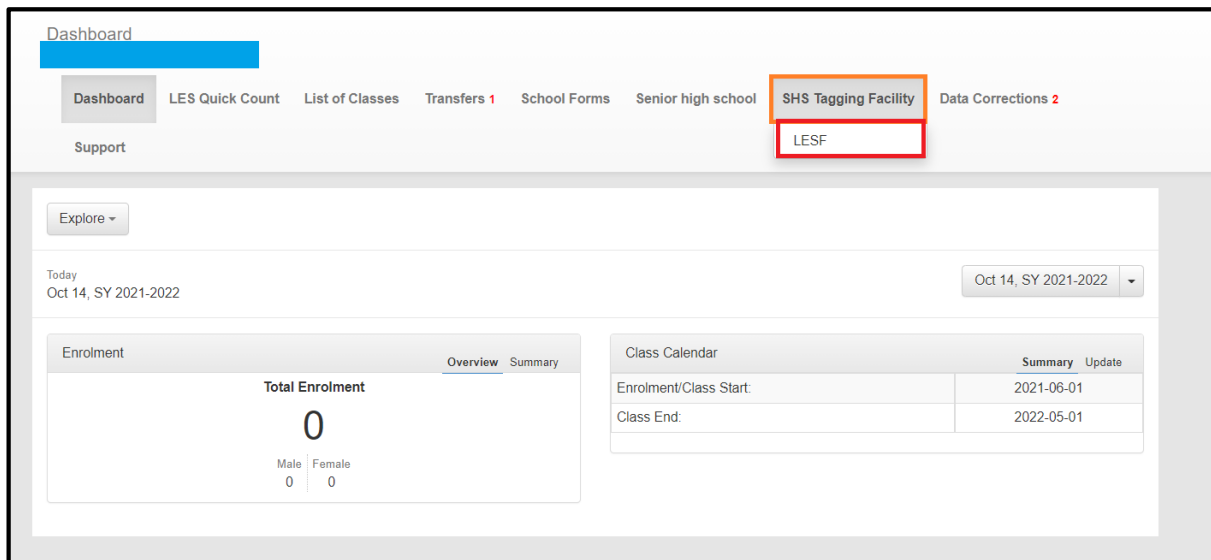
4. Click the Select Item. LESF option should be displayed.

For K-10

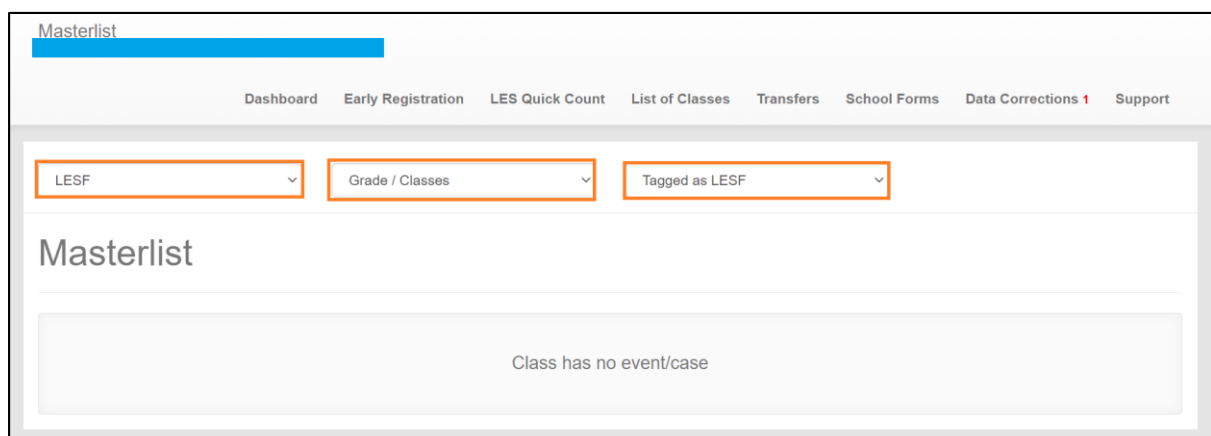


For SHS

Click SHS Tagging Facility then select LESF



- After clicking the LESF in select item, three (3) dropdown buttons will appear and it may be use to filter by **Item select**, **Grade / Classes** and **Tagged as LESF or Not Tagged as LESF**



**NOTE:** List of learners that have been tagged in LESF should be displayed as follows: - LRN - Learner's name - Gender - Date of first attendance - Y under LESF - Option - Profile button - Edit (pencil icon) button. **OR** 2) "Class has no event/case" message should be displayed if no learner/s has been tagged in the LESF.

The names of not tagged learners will appear if Not tagged as LESF is selected.

Masterlist

Dashboard Early Registration LES Quick Count List of Classes Transfers School Forms Data Corrections 1 Support

LESF Grade / Classes Not tagged as LESF

### Masterlist

• LESF - LESF

Enrolment

#	Learner	Gender	Date of official enrolment	LESF	Option
1	[Redacted]	F	08/25/21	N	Profile
2	[Redacted]	M	08/25/21	N	Profile
3	[Redacted]	F	08/25/21	N	Profile

6. Select the learner's name to be tagged in the LESF and click the Edit (pencil icon) under the Option column.

Masterlist

Dashboard Early Registration LES Quick Count List of Classes Transfers School Forms Data Corrections 1 Support

LESF Grade / Classes Not tagged as LESF

### Masterlist

• LESF - LESF

Enrolment

#	Learner	Gender	Date of official enrolment	LESF	Option
1	[Redacted]	F	08/25/21	N	Profile
2	[Redacted]	M	08/25/21	N	Profile
3	[Redacted]	F	08/25/21	N	Profile

The following should be displayed:

1. LRN
2. Learner's name
3. Enrolment and Survey Questions

The screenshot shows the 'Event Tagging' page in the LES system. At the top, there is a header with 'Event Tagging' and a blue bar containing 'SCHOOL NAME & SCHOOL I.D.'. Below this is a navigation menu with items: Dashboard, Early Registration, LES Quick Count, List of Classes, Transfers, School Forms, Data Corrections 1, and Support. The main content area features a search bar with 'LRN' and 'LEARNER'S NAME' entered. Below the search bar is a section for 'For Learners with Special Education Needs' with a question about assistive technology devices and radio buttons for 'Yes' and 'No'. To the right of this section is a 'Last Date Updated' field with a 'New Data' button. Below these are three columns for 'Father', 'Mother', and 'Guardian' information, each containing a 'Full Name' field, a 'Highest Educational Attainment' dropdown menu, and a 'Contact Nos. (Cellphone / Telephone) / Email Address' field.

**NOTE:** Only information regarding LES can be updated in this facility. To update the Father, Mother and Guardians' full name, please use the Update Other Data in learners' profile

7. Upon checking the agreement term, the submit button will be activated. All survey questionnaire must be answered properly.

The screenshot shows a certification section with a checked checkbox and the following text: "I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012." Below the text are two buttons: 'Back' and 'Submit'.

- If there are missing answer/s, clicking the submit button will return a prompt **“PLEASE COMPLETE THE FORM”**. The missing answers will be highlighted in red boxes.

Household Capacity and Access to Distance Learning

**How many of your household members (including the enrollee) are studying in School Year 2021 - 2022 ? Please specify each.**

Kinder  Grade 7

Grade 1  Grade 8

Grade 2  Grade 9

Grade 3  Grade 10

Grade 4  Grade 11

Grade 5  Grade 12

Grade 6  Others (i.e. College, Vocational, etc.)

**Who among the household members can provide instructional support to the child's distance learning? (Choose all that applies)**

Parent / Guardian

Elder Siblings

Grand Parents

Extended members of the family

Others (tutor, house helper)

None

Able to do independent learning

**What devices are available at home that the learner can use for learning? (Choose all that applies)**

Cable TV  Radio

Non-Cable TV  Desktop Computer

Basic Cellphone  Laptop

Analog TV  Satellite TV

Smartphone  None

Tablet  Others

**Is there an internet signal in your area?**

Yes  No

**What distance learning modality/ies do you prefer for your child? (Choose all that applies)**

Online Learning

Television

Radio

Modular Learning Printed

Modular Learning Digital

Combination of face-to-face and other modalities

Others

**What are the challenges that may affect your child's learning through distance education? (Choose all that applies)**

Lack of available gadgets/equipment

Insufficient load/data allowance

Unstable mobile/internet connection

Existing health conditions

Difficulty in independent learning

Conflict with other activities (i.e. house chores)

High electrical consumption

Distractions (i.e. Social Media, Noise from community/neighbor)

Others

**In case limited face to face classes will be allowed, are you willing to allow your child/ children to participate?**

Yes  No

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Please complete the form.

Back
Submit

- After submitting the LESF Survey questionnaire, “Learner’s LESF has been created” will prompt up. It means it was successfully submitted. The name will then be transferred in Tagged as LESF.

Learner's LESF has been created.

- LESF - LESF

Enrolment

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1	[Redacted]	M	09/17/21	N	Profile
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LESF  Grade / Classes  Tagged as LESF

### Masterlist

- LESF - LESF

Enrolment

#	Learner	Gender	Date of official enrolment	LESF	Option
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