NOTICE ( August 27, 2014) 8:20PM

Please be reminded that we have two sets of data in LIS and it is important to determine which data set we are referring to.

The 1st set is the BoSY enrollment reflecting enrollment from June 2 to June 6. Current data issues being addressed by LIS is a part of data housekeeping. For schools that have instances of duplicate LRNs and invalid date of birth, the names of learners whose data need to be corrected are listed in the school LIS dashboard . The school head/ICT admin will perform the following housekeeping:

A. INVALID DATE OF BIRTH (age out of range).

REQUIRED ACTION: Correction of date of birth and dont forget to click the update button (if the learner is in fact an overage, just click update button)

B. DUPLICATE LRNs

REQURIED ACTION: 1. School Head will prepare report for submission to the division office

2. Division office will review the request for correction and supporting documents submitted to ensure that these requests are valid resolutions to the data issues being addressed. Once validated, the SDS will submit request letter to the office of the secretary using the official email address of Secretary Armin Luistro at [armin.luistro@deped.gov.ph](mailto:armin.luistro@deped.gov.ph) and copy furnish the officicer-in-charge of Research and Statistics Division, Office of Planning Service, Ms. Marieta C. Atienza thru her official email address: [marieta.atienza@deped.gov.ph](mailto:marieta.atienza@deped.gov.ph).

C. Updating/correction of enrollment tagging (Balik Aral, ALIVE, Repeater, CCT) is now available.

D. For data that need correction such as name of learner, gender, and grade level, the school head should prepare report with request for correction to the SDS. Once approved, the SDS will submit request letter to the office of the secretary using the official email address of Secretary Armin Luistro at [armin.luistro@deped.gov.ph](mailto:armin.luistro@deped.gov.ph) and copy furnish the officicer-in-charge of Research and Statistics Division, Office of Planning Service, Ms. Marieta C. Atienza thru her official email address: [marieta.atienza@deped.gov.ph](mailto:marieta.atienza@deped.gov.ph). The [listrackermain@gmail.com](mailto:listrackermain@gmail.com) will no longer be used for this nature of request. This procedure is also required for requesting additional/deleting learner registration and/or for the school that was not able to encode BOSY enrollment in LIS.

The 2nd set of enrollment data is for learners who entered school beyond cut off or those late enrollees. The following functionalities are now available:

A. Registration of new record

B. Updating of basic information for existing records

C. For registration of learner with more than one LRNs existing in the database, the system will prompt the school to report this transaction to the division planning unit (LRN, Name of Learner, Date of Birth and Gender) . Division office will consolidate the report, review and validate that the learner is physically present (warm body) in the school as reflected in School Form 1. Once validated, the SDS will submit request letter to the office of the secretary using the official email address of Secretary Armin Luistro at [armin.luistro@deped.gov.ph](mailto:armin.luistro@deped.gov.ph) and copy furnish the officer-in-charge of Research and Statistics Division, Office of Planning Service, Ms. Marieta C. Atienza thru her official email address: [marieta.atienza@deped.gov.ph](mailto:marieta.atienza@deped.gov.ph). The [listrackermain@gmail.com](mailto:listrackermain@gmail.com) will no longer be used for this nature of request.

Please take note of this important Announcement: transferred in/out learner facility will now available together with the facility to reassign learner to other section.

Maraming salamat po. –LIS Help Desk