

# SBFP Tagging Facility

## Reminders:

- A facility to tag learners who are School Based Feeding Program beneficiaries.
- This facility is only available for public schools to all levels (K-12).
- For SHS, only learners enrolled 2<sup>nd</sup> semester are allowed to be tagged.

## Steps:

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

## Steps:

- Once logged-in, click the Learner Information System link.



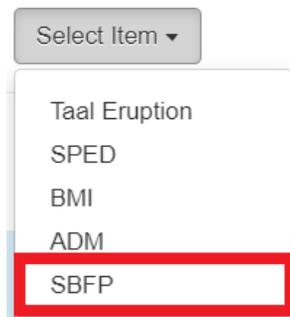
## Note:

For Integrated Schools, user need to switch account context to secondary level to reflect the masterlist for secondary learners (including SHS).

- In the Dashboard, click the **List of Classes** tab.



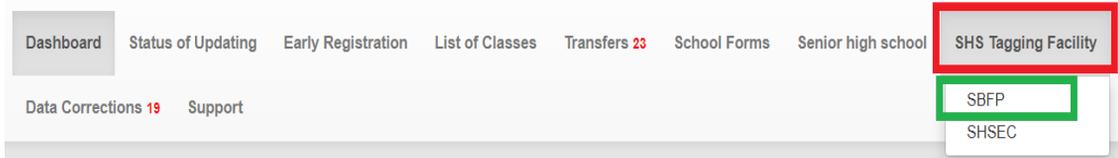
- Click “Select Item” dropdown list, then select “SBFP”.



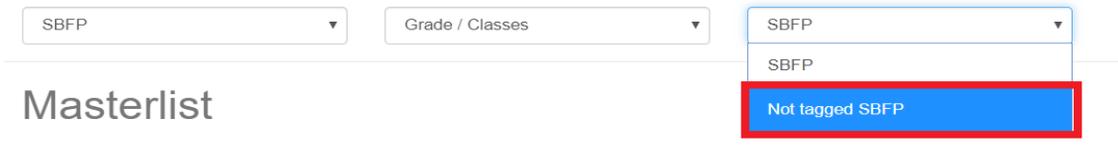
# Steps:

## For SHS:

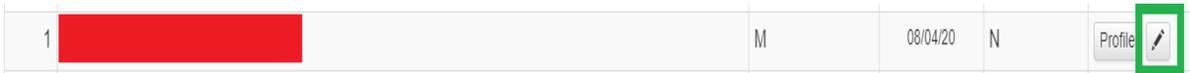
Click the **SHS Tagging Facility**. Then, click **SBFP**.



5. In the dropdown, select **Not tagged SBFP**.



6. Click the **pencil** icon alongside the learner's profile to be tagged/updated.



7. Click **Yes** option. Then click the **Submit** button.



# Steps:

A notification message will be displayed once successfully updated.

Learner updated

- To see the list of learners' who were tagged as SBFP beneficiaries, click the **SBFP** in the dropdown.



The learner with **Y** under SBFP column indicates that the learner is already tagged as SBFP beneficiary.

## Masterlist

• SBFP - School Based Feeding Program Beneficiary

Enrolment					
#	Learner	Gender	Date of official enrolment	SBFP	Option
1	[REDACTED]	M	09/11/20	Y	Profile 
2	[REDACTED]	M	08/04/20	Y	Profile 
3	[REDACTED]	M	09/10/20	Y	Profile 