



## K-10 Taal Eruption Affected Learners Tagging Facility

Note : Automatic Confirmation of Transfer upon enrollment is applicable only to the Schools/Divisions that are affected by Eruption, These are follows; Batangas, Batangas City, Lipa City, Tanauan City, Cavite, Cavite City, General Trias City.

## **Procedure for Enrollment for Transferring of Learner**

1. Go to LIS website <u>http://lis.deped.gov.ph</u> 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	DepEd Apps
Full name Florante Calalang Marmeto	Learner Information System
	Enhanced Basic Education Information System
	School Building Information System (For CO - EFD Personnel Only)
	Basic Education Information System

3. Click List of Classes tab

Learner Info	ormation System	Sign out
	List of Classes Dashboard Early Registration Quick Count List of Classes Transfers 8 School Forms Data Corrections 0 Support	
	Create Class     Finalize & Submit EOSY     Select Item      SY 2019 - 2020	
	List of Classes	
	EOSY Updating is now open. Toggle instructions Select a class for eosy updating. Finalized classes are marked with the lock icon. Once all classes are finalized, the finalize school button will be enabled for the School Head to submit the final school enrolment for the current school year. As a school head or designated admin, you have the option to reopen updating of a class while the school's enrolment is not yet finalized.	





4. Look for the correct Grade Level and section of learner and then click enroll learner

EARTH 33   View Enrolment    MARS £nrol Learner   Class settings DIAMOND   Class settings 8eview & Finalize   MERCURY 33   Review & Finalize 36   Review & Finalize 36   VENUS 36   Review & Finalize 33   Review & Finalize 34	Grade 5		Grade 6	
View Enrolment   MARS   Lenrol Learner   DIAMOND   Class settings   MERCURY   38   Review & Finalize   Review & Finalize   VENUS   36   Review & Finalize   JADE   33   Review & Finalize	EARTH	38	AMETHYST	39
MARS       Enrol Learner       37         Class settings       Review & Finalize       37         MERCURY       38       EMERALD       36         Review & Finalize       36       Review & Finalize       33         VENUS       36       JADE       33         Review & Finalize       Image: Comparison of the state of t		View Enrolment 👻		Review & Finalize 🗨
Class settings Review & Finalize   MERCURY 38   Review & Finalize EMERALD   Review & Finalize 36   VENUS 36   Review & Finalize 33   Review & Finalize Review & Finalize	MARS	Learner £	DIAMOND	37
MERCURY     38     EMERALD     36       Review & Finalize      Review & Finalize        VENUS     36     JADE     33       Review & Finalize      Review & Finalize		Class settings		Review & Finalize 🔻
Review & Finalize     Review & Finalize       VENUS     36       Review & Finalize     33       Review & Finalize     Review & Finalize	MERCURY	38	EMERALD	36
VENUS     36     JADE     33       Review & Finalize      Review & Finalize	I	Review & Finalize 👻		Review & Finalize 👻
Review & Finalize  Review & Finalize	VENUS	36	JADE	33
	(	Review & Finalize 👻		Review & Finalize 👻

5. Click Proceed Enrollment button

Learner Information Sys	lem	+ Help	Sign out
	Enrolment Dashboard Early Registration Quick Count List of Classes Transfers & School Forms Data Corrections & Support		
	List of Classes / Grade 5-EARTH / Enrolment		
	Grade 5 Enrolment Use applicable documents as source to ensure accuracy of this enrolment transaction.		
	NS0/Birth/Baptismal certificate     Form 137/138 Proceed Enrolment		





6. Input LRN of learner and click search button

Search Parameter	ſS	Cancel Search
Search by LRN	Search by Name	
	Searc	ch

7. Click Preview button

Search Parameter	rs Cancel Search	:	Search Result							
Search by LRN	Search by Name	#	LRN	Last name	First name	Middle name	Ext name	Gender	Birthdate	
		1						Male	12/01/2007	Preview
	Search									_

8. Click the Continue button

earner			×
Basic profile		Most recent enrolment record	
Last name First name Middle name		SY 2019 - 2020 / Grade 5 / No status	Ċ
Gender Birthdate	M 12/01/2007 12 y/o as of today, 02/14/2020		
			Continue





9. Input the Date of First Attendance and click continue

Enrolment	Dashboard	Early Registration	Quick Count	List of Classes	Transfers 8	School Forms	Data Corrections 0	Support
List of classes / Grade 5 - EARTH	/ Enrolment							
Learner 107881130114				Enrolment				
Last name First name Middle name Birthdate 2007-1 Gender M	2-01			Date of first attent       Feb       Refers to the actur       present school yes	Idance 13 v 2020 Ial date of learne Iar. Please check	) ▼ er's first attendanc < with SF2 Learner	e in his/her classes dur 's Daily Attendance.	ing the
Cancel							[	Continue

10. " Is this a transferee"? - click YES on the tick box

Enrolment	Dashboard	Early Registration	Quick Count	List of Classes	Transfers 8	School Forms	Data Corrections 0	Support
List of classes / Grade 5 - EARTH /	Enrolment							
Learner 107881130114				Enrolment				
Last name First name Middle name Birthdate 2007-12- Gender M	01			Sch Grade & Date Atte Is this a transfere Per LIS record, the Yes No	ool year 2014 Section Grace e of first 2020 endance e? e learner was pro	9 - 2020 le 5 - EARTH J-02-13 eviously enrolled in	n.	
				<ul> <li>Conditional Ca</li> <li>Arabic Langua</li> <li>Alternative del</li> </ul>	ash Transfer ge and Islamic \ ivery mode	Values Education		





11. Previous school of learner was displayed.

Enrolment Dashboard Early Registration Quick Co	unt List of Classes Transfers 8 School Forms Data Corrections 0 Support
List of classes / Grade 5 - EARTH / Enrolment	
Learner 107881130114	Enrolment
Last name First name Middle name Birthdate 2007-12-01 Gender M	School year       2019 - 2020         Grade & Section       Grade 5 - EARTH         Date of first       2020-02-13         Attendance       2020-02-13         Is this a transferee?       Per LIS record, the learner was previously enrolled in         Image: Select the originating school as found in Form 138. Originating school will be notified to confirm the transfer.
	Last School Attended  Conditional Cash Transfer  Arabic Language and Islamic Values Education Alternative delivery mode

12. In the lower right corner click the Enrol button

Special Educational Needs			
s this learner has a Special Educational Needs?			
♡Yes ● No			
Classification/Type of Learner Special Educational Needs (LSEN)			
Select *			
Alternative Delivery Mode			
<ul> <li>Distance Education (DistEd) for SPED</li> <li>Enhanced-Instructional Management by Parents, Community and Tell</li> <li>IMPACT)</li> </ul>	eachers (e-		
Modified In-School Off-School Approach (MISOSA)			
N	ot Applicable		
Canad			
Cancer			E





## 13. Learner enrolled Successfully.

Masterlist	Dashboard	Early Registration	Quick Count	List of Classes	Transfers 9	School Forms	Data Corrections 0	Support
Grade 5 - Earth	×	Select Item -						
EOSY Updating is now open. Toggle li	nstructions							
Update only the enrolment status of la 1. retained in their current grade/y 2. no longer in school 3. conditionally promoted (Refer to Section IV of DepEd Order N As a default, learners who's enrolmen Commit by clicking Finalize button the	earners who have b year level lo. 23, s.2017). It status is "No Statu at will appear once a	een: Is" shall be automatic all EOSY enrolment cc	ally promoted. Inditions are met					
Masterlist							En	rol Learner
Learner enrolment saved.								

14. Confirmed automatically the transfer of learner.

Transfer-in	
Transfer-out 103 Transfer-in 21	View all Confirmed (49) Only from Batangas State University
Learner	
LRN Name Birthdate Gender	
Transfer details	
Grade	
Date of first attendance 02/13/2020 Origin	
School Head Name	
Registrar Name Email Address	
Telephone No.	
Mobile No.	
Confirmed	