

SHS - 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 <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 Senior High School tab

Dashboard Early Registration Quick Count List of Classes Transfers School Forms [Senior high school](#) Data Corrections Support

Explore

Today Feb 13, SY 2019-2020 BOSY Feb 13, SY 2019-2020

Enrolment [Overview](#) [Summary](#)

Total Enrolment

0

Male | Female

0 | 0

4. Click the list of classes for 2nd semester

Senior high school overview SY 2019 - 2020

Warning The following requires immediate attention.
 1st Semester

- 1 enrolment with dispute.
- 47 pending transfers.
- 8 pending enrolment.
- 1 with pending request.

SY 2019 - 2020 Summary

	Grade 11			Grade 12		
	M	F	T	M	F	T
1st semester						
No status	82	69	151	174	138	312
Completer	55	95	150	0	0	0
Incomplete	1	0	1	0	0	0
No longer in school	0	0	0	0	0	0
Transferred-out	1	0	1	0	0	0

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

Senior high school class list 2nd semester

SY 2019 - 2020 class list

#	Program	Grade level	Section name	Enrolment			Enroll	Enrolment Edit	School Form
				M	F	T			
1		11		0	0	0	Enroll	Enrolment Edit	School Form

6. Input the existing LRN of learner and click search

Senior high school enrolment 2nd Semester

Step 1: Search learner

Search LRN

LEARNER REFERENCE NO

..... Search

7. Click enroll button

Senior high school enrolment 2nd Semester

Step 1: Search learner

#	LRN	First name	Middle name	Last name	Ext name	Gender	Birthdate	
1	XXXXXXXXXXXX	JUAN	DELA	CRUZ		MALE	10/10/2002	Enroll

Search LRN: LEARNER REFERENCE NO:

8. Input the date of first attendance and click continue

Senior high school enrolment 2nd Semester

Grade 11 - STEM 11
Science, Technology, Engineering, and Mathematics

Step 1: Learner
Step 2: Grade 11
Step 3: Date of first attendance

Enrol date:

9. "Is this a transferee?" - Click YES in the tick box

Senior high school enrolment 2nd Semester

Grade 11 - GRADE 11 GOPHERWOOD A
General Academic Strand

Step 1: Learner
Step 2: Grade 11
Step 3: Date of first attendance 02/13/2020
Step 4: Complete enrolment

Learner:

Last name	
First name	
Middle name	
Birthdate	
Gender	

Enrolment:

Date of first Attendance	2020-02-13
Class	Grade 11 - GRADE 11 GOPHERWOOD A
Program	General Academic Strand

Is this a transferee?
Per LIS record, the learner was previously enrolled in

Yes No

10. "Is the learner affected by the Taal Eruption?" - Click YES in the tick box

The screenshot shows the 'Senior high school enrolment 2nd Semester' form. The 'Taal Eruption' section contains the question 'Is the learner affected by the Taal Eruption?' with radio buttons for 'Yes' and 'No'. The 'Yes' radio button is selected and highlighted with an orange box. Below this, the 'Enrolment' section shows details for 'Date of first Attendance' (2020-02-13), 'Class' (Grade 11 - GRADE 11 GOPHERWOOD A), and 'Program' (General Academic Strand). A note at the bottom states 'Is this a transferee? Per LIS record, the learner was previously enrolled in'.

11. In the lower left side , Click enroll button to proceed

The screenshot shows the lower portion of the enrolment form. It includes sections for 'Indigenous People' (with a radio button for 'Yes' selected), 'Special Educational Needs' (with a radio button for 'Yes' selected), 'Mother tongue' (Tagalog), 'Other spoken languages' (English), 'Religion' (Christianity), and 'Residence' (Region IV-A - BATANGAS, BATANGAS CITY (Capital), BALETE). At the bottom left, the 'Enroll' button is highlighted with an orange box.

12. Learner enrolled successfully.

The screenshot shows the 'Senior high school enrolment' page for the 2nd Semester. A blue banner at the top displays the message 'Learner enrolment saved.' in a box. Below this, the class details are shown: 'Class name: GRADE 11 GOPHERWOOD A' and 'Program: General Academic Strand'. The 'SY 2019 - 2020 enrolment masterlist' section includes a dropdown menu for 'Grade 11 & 12 | Grade 11 | Grade 12' and a search filter for 'G11 - GRADE 11 GOPHERWOOD A'. A green 'Enrol Learner' button and a blue 'Finalize Class' button are visible. A yellow warning box states: 'Warning The following requires immediate attention. 1st semester is not yet finalized.' Below the warning is a table with the following data:

#	LRN	Name	Gender	Program	Class assignment	Status	Date of first attendance	
1			F	General Academic Strand 1	Grade 11 GRADE 11 GOPHERWOOD A	No status	02/13/2020	Update status View profile

13. Auto confirm the transfer of learner.

The screenshot shows the 'Transfer-in' page. At the top, there are two buttons: 'Transfer-out' with a count of 103 and 'Transfer-in' with a count of 21. A link 'View all Confirmed (49)' is also present. The page is divided into sections: 'Learner' (with fields for LRN, Name, Birthdate, Gender), 'Transfer details' (with fields for Grade, Date of first attendance, Origin), and 'School Head Name' (with fields for Registrar Name, Email Address, Telephone No., Mobile No.). A 'Confirmed' button is highlighted with an orange box at the bottom left of the page.