

Tagging of SHSEC

Reminders:

- Tagging of SHS Exit Choices is required for Grade 12 learners enrolled in 2nd Semester, applicable only to learners with the following statuses: No Status and Completer.
- Classes will not be finalized if not all learners are tagged.

Steps:

1. Go to the LIS website <http://lis.deped.gov.ph/> and log in **using the school user account**.

Please sign in

Username

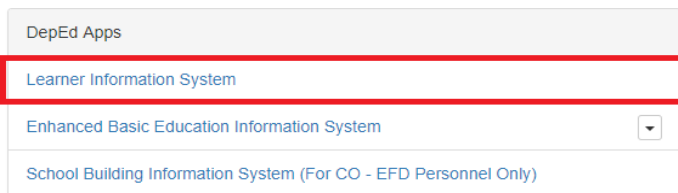
Password

Forgot password?

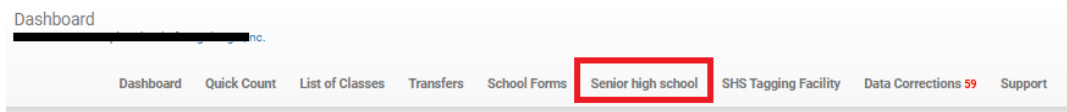
For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.



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



3. In the Dashboard, click the SHS tab.



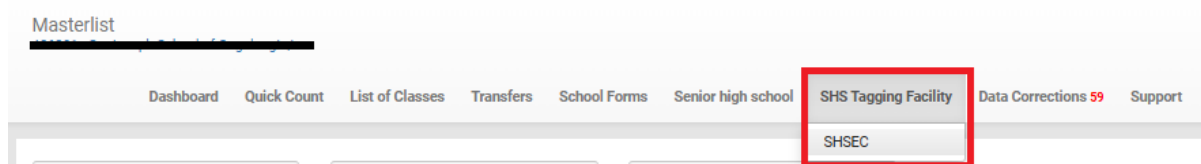
4. Click the List of Classes for 2nd semester at the left side menu. Then, click the Enrollment link of the selected Grade 12 class.



5. In the Enrollment 2nd semester page, please update the learner's SHSEC tag by clicking the Update status link and select the appropriate status: No status, Completer.

#	LRN	Name	Gender	Program	Class assignment	Status	Date of First Attendance	
1	██████████████████	██████████████████	M	Computer Programming (NC IV) 1	Grade 12 TVL TEST SECTION	No status Please update the learner's SHSEC tag	01/06/2025	Update status View profile
3	██████████████████	██████████████████	M	Computer Programming (NC IV) 1	Grade 12 TVL TEST SECTION	Completer - Regular Please update the learner's SHSEC tag	01/07/2025	Update status View profile

6. To proceed with the tagging of SHSEC, click the **SHS Tagging Facility** tab. Then, click **SHSEC**.



7. Select **Not Tagged SHSEC** in the 2nd dropdown menu. From the learners list below, click the **pencil icon** alongside the learner's profile to be updated.

Masterlist

Dashboard Quick Count List of Classes Transfers School Forms Senior high school SHS Tagging Facility Data Corrections 59 Support


SHSEC Grade / Classes Not tagged SHSEC

Tagged as SHSEC
Not tagged SHSEC

Masterlist

- PHE - Pursuing Higher Education
- PAT - Pursuing Advanced TVL
- WOR - Work or Employment
- SAB - Start a business

Enrolment

#	Learner	Gender	Date of First Attendance	SHSEC	Options
1	[REDACTED]	M	01/07/25	N	Profile 

8. Select the appropriate **exit program** and click **Submit** button.

SHSEC

██████████-██████████-██████████-██████████

Pursuing Higher Education
 Pursuing Advanced TVL
 Work or Employment
 Start a business

9. A notification message will be displayed once successfully updated.

Learner updated

10. Once updated, the Exit Choice will be reflected under the status.

2	██████████-██████████-██████████-██████████	F	Computer Programming (NC IV) 1	Grade 12 TVL TEST SECTION	No status <u>Start a business</u>	01/06/2025	Update status View profile
3	██████████-██████████-██████████-██████████	M	Computer Programming (NC IV) 1	Grade 12 TVL TEST SECTION	Completer - Regular <u>Pursuing Higher Education</u>	01/07/2025	Update status View profile

11. To view the list of learners who were already tagged with their respective Exit Choice, click the **Tagged as SHSEC** in the dropdown menu.

SHSEC Grade / Classes Tagged as SHSEC

Tagged as SHSEC
Not tagged SHSEC

Masterlist

- PHE - Pursuing Higher Education
- PAT - Pursuing Advanced TVL
- WOR - Work or Employment
- SAB - Start a business

Enrolment					
#	Learner	Gender	Date of First Attendance	SHSEC	Option
1	XXXXXXXXXXXXXXXXXXXXXXXX	M	01/06/25		Profile 
2	XXXXXXXXXXXXXXXXXXXXXXXX	F	01/06/25		Profile 
3	XXXXXXXXXXXXXXXXXXXXXXXX	M	01/07/25		Profile 