

## Enrolment of Grade 11 with GAP (Irregularities)

Here are the steps:

1. Go to LIS website <http://lis.deped.gov.ph/> and login using your LIS 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 login, click the Learner Information System link.

DepEd Apps

- [Learner Information System](#)
- Enhanced Basic Education Information System
- School Building Information System (For CO - EFD Personnel Only)

3. Click the Senior high school tab.

Dashboard Quick Count List of Classes Transfers 880 School Forms [Senior high school](#) Data Corrections Support

4. On the left side pane, click the List of Classes link.

Senior high school

- Overview
- 1st Semester
  - Enrolment 3,186 4
  - [List of Classes](#) 73
- Support

5. Look for the Class Name. Then, click the Enrol link.

#	Program	Grade level	Section name	Enrolment			
				M	F	T	
1	Academic Track Humanities and Social Sciences	11	11-JADE	21	14	35	<a href="#">Enrol</a> <a href="#">Enrolment</a> <a href="#">Edit</a>

School Form ▾

6. Follow the same process in enrolling the learner.

7. Click the appropriate EOSY 2017 status. Then, click the Continue button.

Step 1: Learner [REDACTED]

Step 2: Please choose the appropriate EOSY 2017 status below:

Regular Grade 11	Irregular Grade 11
<input type="radio"/> Grade 10, A&E Passer, School Abroad, Balik-Aral, PEPT/PVT Passer	<input type="radio"/> No 1st sem during G11 with 2nd sem Completion
	<input type="radio"/> No 1st sem during G11 with 2nd sem Incomplete (failed subject/s)
	<input type="radio"/> No 1st sem during G11 with 2nd sem Dropout
	<input type="radio"/> No 2nd sem during G11 with 1st sem Completion
	<input type="radio"/> No 2nd sem during G11 with 1st sem Incomplete (failed subject/s)
	<input type="radio"/> No 2nd sem during G11 with 1st sem Dropout

[Continue](#)

8. Complete the Date of First Attendance. Then, click the Continue button.

9. Under the Enrolment panel, complete the required fields.

a. Last School Year Attended

**Last School Year Attended**

SY 2017 -2018 ▾

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-- select --

SY 2016 -2017

**SY 2017 -2018**

--select-- ▾

b. Last Semester

**Last Semester Attended**

--select--  
--select--  
1st Semester  
2nd Semester  
Yes

c. Attended the Same School

**Attended the same School?**

- Yes
- No

If No, complete the Last School Attended.

**Last School Attended**

School name or ID

10. Complete/update secondary information (if necessary).

11. Click the Enrol button.

A notification message will be displayed once the learner's enrolment is saved.

Learner's name will be reflected in the masterlist with tagged as with Pending Enrolment and for approval of the Division Planning Officer.