



Enrolment of Grade 12 with GAP

Here are the steps:

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



3. Click the Senior high school tab.



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







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

				Enrolment			
#	Program	Grade level	Section name	М	F	т	
1	Academic Track Humanities and Social Sciences	12	ABC	1	0	1	Enrol Enrolment Edit

- 6. Follow the same process in enrolling the learner.
- 7. Click the Enrolment with GAP option. Then, click the Continue button.

gular Grade 12	Irregular Grade 12
Grade 11 completer	G11 1st Incomplete 2nd Complete
$\ensuremath{\bigcirc}$ Grade 11 completer (with shifting within the same track)	G11 1st Complete 2nd Incomplete
School Abroad	G11 1st Incomplete 2nd Incomplete
From International School based in the Philippines	• Enrolment with GAP

- 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	•
select SY 2016 -2017	
SY 2017 -2018	
Seleci	*

b. Last Semester





Last Semester Attended

select	τ.
select	
1st Semester	
2nd Semester	
Voo	

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	¥

d. Last Grade Level Attended

Last Grade Level Attended

select	Ŧ
select	
Grade 11	
Grade 12	

e. Under Program Status, select the appropriate learner's status.

Program Status

select
select
Regular G11
Regular G11 same track
Irregular G11 1st Incomplete 2nd Complete
Irregular G11 1st Complete 2nd Incomplete
Irregular G11 1st Incomplete 2nd Incomplete
No 1st sem during G11 with 2nd sem complete
No 1st sem during G11 with 2nd sem incomplete (failed subject/s)
No 1st sem during G11 with 2nd sem dropout
No 2nd sem during G11 with 1st sem complete
No 2nd sem during G11 with 1st sem incomplete (failed subject/s)
No 2nd sem during G11 with 1st sem dropout





f. Remarks

Remarks			
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- 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.