

Learner Enrolment and Survey Tagging Facility

REMINDERS:

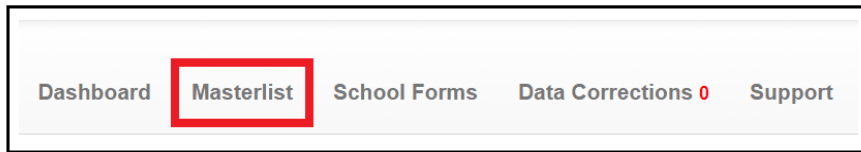
- This tagging facility is only available for learners who were previously encoded in the LIS for SY 2019-2020.
- For incoming Grade 1 – Grade 11 learners, the previous school adviser (SY 2019 - 2020) will be responsible for tagging learners in the system.
- For incoming Grade 12, the previous System Admin (SY 2019 - 2020) will be responsible for tagging learners in the system.

PROCEDURE FOR TAGGING THE LEARNER:

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

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

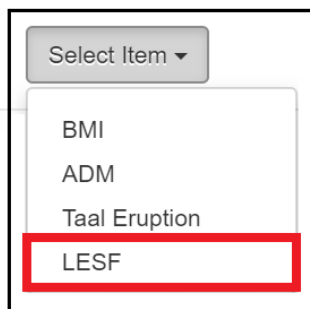
3. Click the **Masterlist** tab.



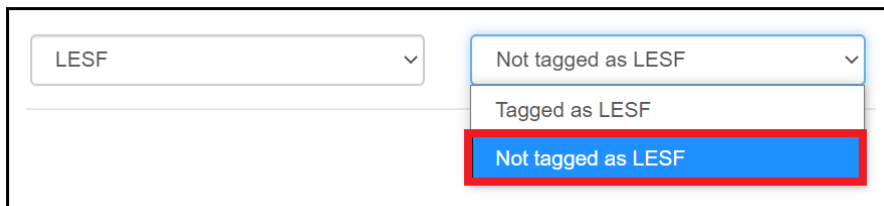
4. Click the **Select Item** button.




5. Click the **LESF** link.



6. Under the 2nd drop-down list, click the **Not tagged as LESF** option.



7. Search for the learner's name to be tagged. Under the Option column, click the **Pencil** icon.

Masterlist					
• LESF - LESF					
Enrolment					
#	Learner	Gender	Date of first Attendance	LESF	Option
1	[Redacted]	M	06/03/19	N	Profile 

8. Accomplish the following Enrolment and Survey questionnaires:

a. In **Grade Level and School Information** group box,

- For **Grade Level to Enrol**, click the drop-down list to select the grade level.
- For **School Information**, type the School ID or School Name in the text box. Please make sure to pick the correct school as there are schools with the same name.

Note: For Incoming Grade 11 - 12 learners, the following additional information are required.

- For **Grade Level to Enrol**, click the drop-down list to select the semester.
- For **Track**, click the drop-down list to select the track.
- For **Strand (if Any)**, click the drop-down list to select the strand based on the track selected.

- b. In **For Learners with Special Education Needs** group box,
- For **Do you have assistive technology devices available at home?**, click the Yes or No radio button.

- If the Yes radio button is selected, please specify the assistive technology devices available at home in the text box.

- c. In **Father/Mother/Guardian** group boxes,
- **Full Name** is automatically displayed based on the information encoded during enrolment in the system.
 - For **Highest Educational Attainment**, click the drop-down list to select from list.
 - If **Others** is selected, complete the **Please Specify** text box.
 - For **Employment Status**, click the drop-down list to select from the list.
 - For **Working from home due to community quarantine**, click the Yes or No radio button.
 - For **Contact Nos.**, input the contact numbers in the text box.

Father

Full Name

Highest Educational Attainment

Employment Status

Working from home due to community quarantine?

Yes No

Contact Nos. (Cellphone / Telephone)

- d. **In Household Capacity and Access to Distance Learning** group,
- For **How does your child go to school?**, tick all applicable check boxes.

How does your child go to school? (Choose all that apply)

Walking

Public Commute (Land / Water)

Family-Owned Vehicle

School Service

- For **How many of your household members (including the enrollee) are studying in School Year 2020-2021**, input the number of students for SY 2020 to 2021 in your household in the corresponding text box per grade level

How many of your household members (including the enrollee) are studying in School Year 2020 - 2021? Please specify each.

Kinder	<input type="text"/>	Grade 7	<input type="text"/>
Grade 1	<input type="text"/>	Grade 8	<input type="text"/>
Grade 2	<input type="text"/>	Grade 9	<input type="text"/>
Grade 3	<input type="text"/>	Grade 10	<input type="text"/>
Grade 4	<input type="text"/>	Grade 11	<input type="text"/>
Grade 5	<input type="text"/>	Grade 12	<input type="text"/>
Grade 6	<input type="text"/>	Others (i.e. College, Vocational, etc.)	<input type="text"/>

- For **Who among the household members can provide instructional support to the child's distance learning**, tick all applicable check boxes.

Who among the household members can provide instructional support to the child's distance learning? (Choose all that apply)

- Parent / Guardian
- Elder Siblings
- Grand Parents
- Extended members of the family
- Others (tutor, house helper)
- None
- Able to do independent learning

- For **What devices are available at home that learner can use for learning**, tick all applicable check boxes.
 - If the **Others** check box is selected, please specify in the text box provided. Do not use others for options that are already in the list.

What devices are available at home that the learner can use for learning? (Choose all that apply)

Cable TV Radio

Non-Cable TV Desktop Computer

Basic Cellphone Laptop

Smartphone None

Tablet Others

- For **Do you have a way to connect to the Internet**, click the Yes or No radio button.

Do you have a way to connect to the internet?

Yes No

- If the Yes radio button is selected, **How do you connect to the internet?** will be displayed. tick all applicable check boxes.

Do you have a way to connect to the internet?

Yes No

How do you connect to the internet? (Choose all that apply)

Own Mobile Data

Own Broadband Internet (DSL, Wireless Fiber, Satellite)

Computer Shop

Other places outside the home with internet connection (library, barangay/municipal hall, neighbor, relatives)

None

- For **What distance learning modality/ies do you prefer for your child?**, tick all applicable check boxes.
 - If **Others** check box is selected, please specify in the text box provided. Do not select others for options that are already in the list.

What distance learning modality/ies do you prefer for your child? (Choose all that apply)

Online Learning

Television

Radio

Modular Learning

Combination of face-to-face and other modalities (1-4)

Others

Please Specify

- For **What are the challenges that may affect your child's learning through distance education?**, tick all applicable check boxes.
 - If the **Others** check box is selected, please specify in the text box provided. Do not select others for options that are already in the list.

What are the challenges that may affect your child's learning through distance education? (Choose all that apply)

Lack of available gadgets/equipment

Insufficient load/data allowance

Unstable mobile/internet connection

Existing health conditions

Difficulty in independent learning

Conflict with other activities (i.e. house chores)

No or lack of available space for studying

Distractions (i.e. Social Media, Noise from community/neighbor)

Others

Please Specify

9. Tick the checkbox before “**I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.**”

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

10. Click the **Submit** button to save the Enrolment and Survey tagged for the selected learner.



You may click the **Back** button to cancel the tagging.

Note:

- A “**Please complete the form**” notification message will be displayed for required fields not completed.



- A ‘**Learner’s LESF has been created**’ notification message will be displayed once successfully submitted.



- Learner’s will be listed under the Tagged as LESF.

PROCEDURE FOR UPDATING THE LEARNER TAGGED AS LESF:

1. Search for the learner’s name to be updated under Tagged as LESF. Under the Option column, click the **Edit** icon.

LESF Tagged as LESF

Masterlist

- LESF - LESF

Enrolment

#	Learner	Gender	Date of first Attendance	LESF	Option
1	[Redacted]	F	06/03/19	Y	Profile <input type="checkbox"/>

2. Update the field/s to be changed.

3. Repeat Steps 9 and 10.

Note:

- A **“Learner’s LESF has been updated”** notification message will be displayed once successfully updated.

Learner's LESF has been updated.