

Updating Current Residence and Permanent Residence

IMPORTANT REMINDERS:

- For **Public schools**, the School Head, System admin, and the Adviser account can update the other data.
- For **Private schools**, the School Head and System Admin account can update the other data.
- Only learners with no pending approvals and/or issues can be updated.
- Zip Code is based on the Municipality.
- Zip code and barangay are required fields.
- Current and Permanent Residence can be done during enrolment and thru Update Other Data.

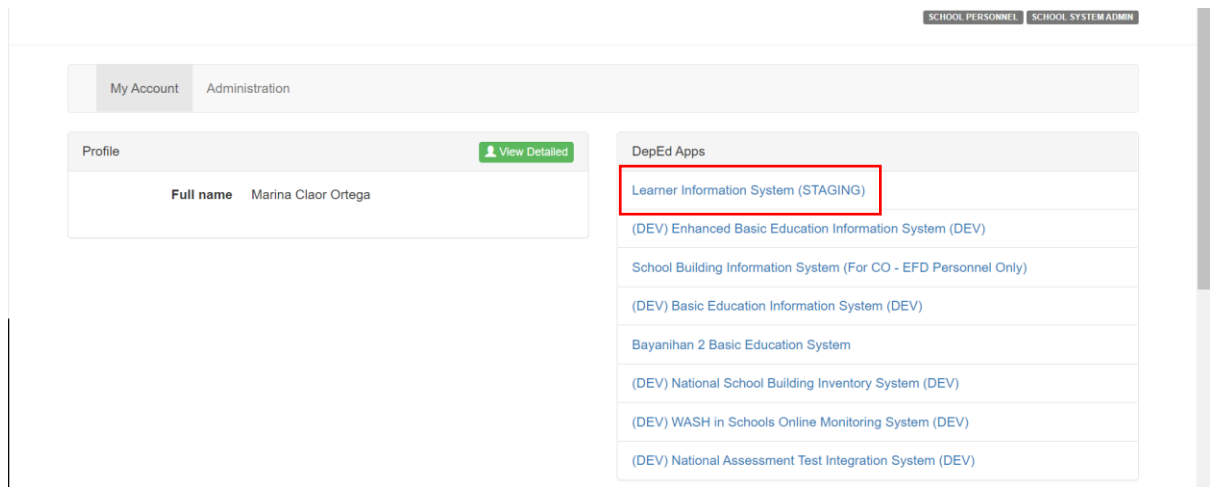
Procedure to update Current and Permanent Address

1. Go to the LIS website <http://lis.deped.gov.ph> and log in using the School Head, System admin, or Adviser.

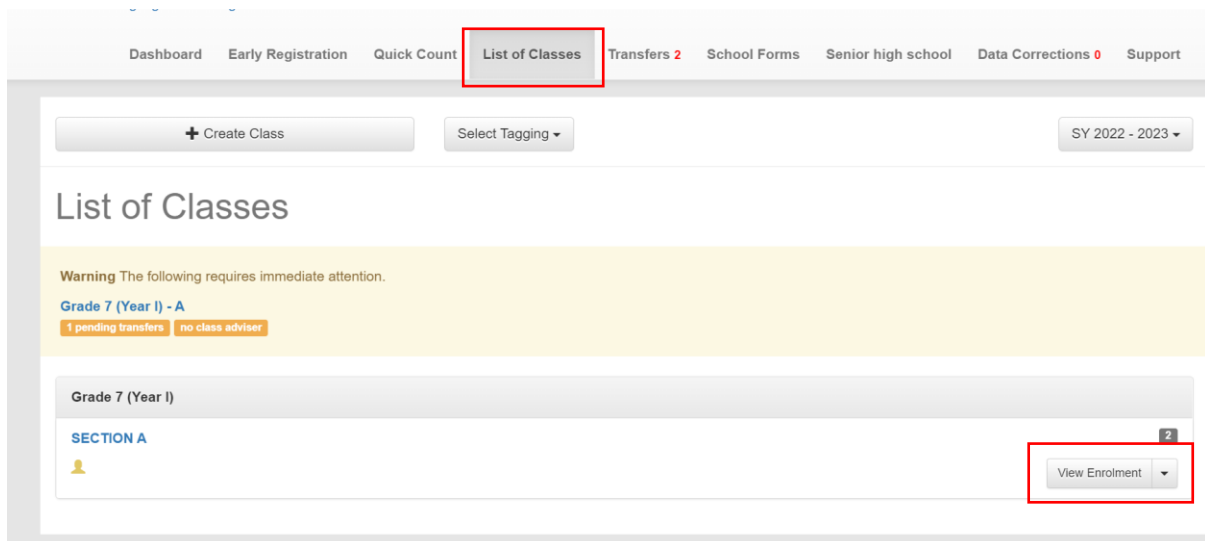
Please sign in

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**.



3. Click **List of Classes** → Choose Grade & Section → Click **View Enrolment**.



4. Choose Learner → Click Profile.

Summary

No of learners		Male	Female	Total		Male	Female	Total
2								
Male	Female							
0	2							

	Male	Female	Total		Male	Female	Total
Transfer-in	0	2	2	<u>CCT Recipient</u>	0	0	0
Balik-aral	0	1	1	<u>ALIVE</u>	0	0	0
Repeater	0	0	0	<u>ADM</u>	0	0	0

Transferred out 0

Dropped out 0

No longer participating in learning activities 0

Repeater 0

Enrolment

#	Learner	Gender	Date of First Attendance	Status	
1		F	08/20/22	No status	Profile
2		F	08/22/22	No status	Profile



Indicates that the learner's Permanent Residence needs to be updated.

5. Click Update other data.

List of classes / Grade 7 (Year I) - A / Learner Profile

Profile [Update other data](#) [Request Correction](#)

LRN

Last name

First name

Middle name

Gender

Birthdate

Mother's Maiden name

Guardian Relationship

Father

Current Residence

Religion

Mother Tongue

Dialects

Ethnicities

Enrolment [Correction of Grade Level](#)

Date of First Attendance
08/20/2022

Last SY attended
2021 - 2022

Last grade level
Grade 6

Transferred In

[Section](#) [View History](#)

6. Complete the Current Residence and Permanent Residence.

- If the learner’s barangay is not on the list, kindly select “Other Barangay”. Once selected, a text field will be displayed. Manually type the name of the barangay in this field.
- If the learner’s Permanent Residence is the same with the Current Residence, click the “**Same as current address**” check box → Click Save Button.
- If different, click the dropdown for each field and select: Province, City/Municipality, Zip Code, and Barangay → Click Save Button.

<p>Current Residence</p> <hr/> <p>Province</p> <p>NCR - NCR THIRD DISTRICT ▼</p> <p>City/Municipality</p> <p>KALOOKAN CITY ▼</p> <p>Zip Code</p> <p>1400 ▼</p> <p>Barangay</p> <p>OTHER (Not in the list) ▼</p> <p>Other barangay</p> <p><input type="text"/></p> <p>Special Educational Needs</p> <p>Does this learner have Educational Needs?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Classification/Type of Learner Special Educational Needs (LSEN)</p> <p>-- Select -- ▼</p> <p><input type="button" value="Save"/></p>	<p>Permanent Residence</p> <hr/> <p><input type="checkbox"/> Same as current address</p> <p>Province</p> <p>--select-- ▼</p> <p>City/Municipality</p> <p>--select-- ▼</p> <p>Zip Code</p> <p>--select-- ▼</p> <p>Barangay</p> <p>--select-- ▼</p> <p>Vaccination</p> <hr/> <p>Is the learner vaccinated against COVID-19?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
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7. A notification message will appear after clicking the save button.

Learner profile updated.