



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

July 12, 2021

DIVISION MEMORANDUM

No. 561, s. 2021

TO: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisor
Public Schools District Supervisors
Public and Private Secondary and Elementary School Heads
All Others Concerned

**DEPLOYMENT OF THE END OF SCHOOL YEAR FACILITY IN THE LEARNER
INFORMATION SYSTEM (LIS) FOR SCHOOL YEAR 2020-2021**

1. This office announces the opening and deployment of the End of School Year facility in the Learner Information System (LIS) for School Year 2020-2021.
2. New facilities in the system were included and other enhancement for implementation and updating. Please see attached guide for your information.
3. For clarification, please contact SGOD – Planning and Research Unit thru this email address, mamaulitte.yap@deped.gov.ph.
4. Immediate dissemination to this memorandum is strictly desired.
Thank you.

For:
BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent

7-12-21



SBFP Tagging Facility

Reminders:

- A facility to tag learners who are School Based Feeding Program beneficiaries.
- This facility is only available for public schools to all levels (K-12).
- For SHS, only learners enrolled 2nd semester are allowed to be tagged.

Steps:

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

Please sign in

Username

Password

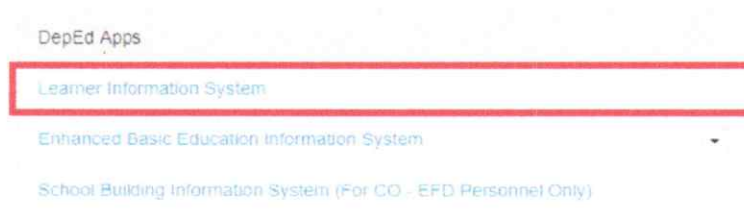
Sign in

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.

Steps:

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



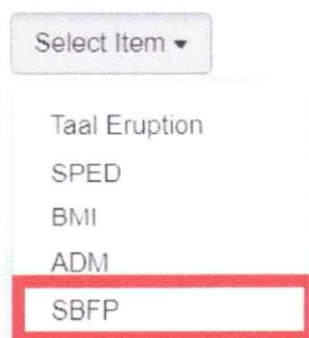
Note:

For Integrated Schools, user need to switch account context to secondary level to reflect the masterlist for secondary learners (including SHS).

3. In the Dashboard, click the **List of Classes** tab.



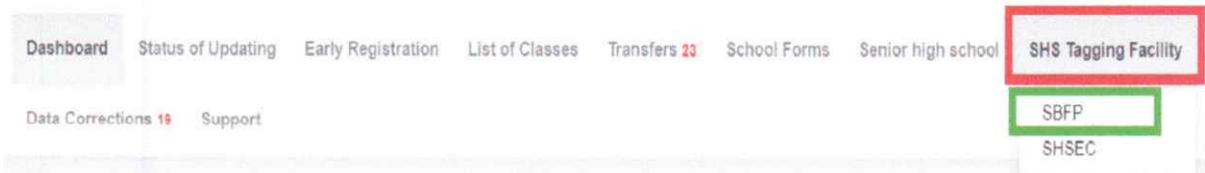
4. Click "Select Item" dropdown list, then select "SBFP".



Steps:

For SHS:

Click the **SHS Tagging Facility**. Then, click **SBFP**.



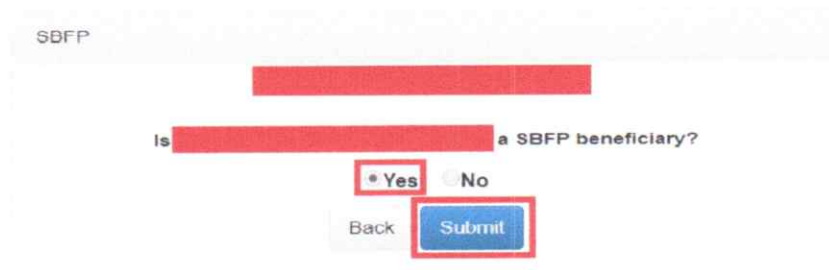
5. In the dropdown, select **Not tagged SBFP**.



6. Click the **pencil** icon alongside the learner's profile to be tagged/updated.



7. Click **Yes** option. Then click the **Submit** button.



Steps:

A notification message will be displayed once successfully updated.



- To see the list of learners' who were tagged as SBFP beneficiaries, click the **SBFP** in the dropdown.



The learner with **Y** under SBFP column indicates that the learner is already tagged as SBFP beneficiary.

Masterlist

• SBFP - School Based Feeding Program Beneficiary

Enrolment

#	Learner	Gender	Date of official enrolment	SBFP	Option
1	[REDACTED]	M	09/11/20	Y	Profile 
2	[REDACTED]	M	08/04/20	Y	Profile 
3	[REDACTED]	M	09/10/20	Y	Profile 

Tagging of Honors

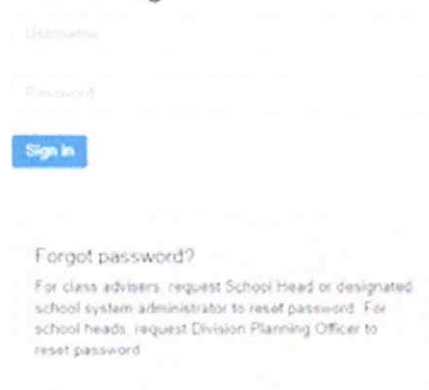
Reminders:

- This facility is only available to Grade 6 and Grade 10 learners in public schools.
 - Promoted with Honors
 - Promoted with High Honors
 - Promoted with Highest Honors

Steps:

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

Please sign in

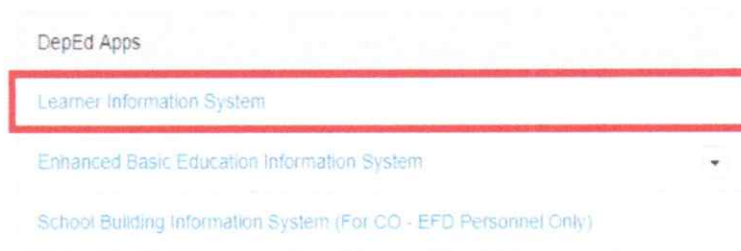


The screenshot shows a login form with the following elements:

- A text input field labeled "Username".
- A text input field labeled "Password".
- A blue "Sign in" button.
- A "Forgot password?" link.
- Below the link, a note: "For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password."

Steps:

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



3. In the Dashboard, click the **List of Classes** tab.



4. Click Grade 6 or Grade 10 class.



5. Click the **pencil** icon alongside the learner's name to be updated.



Steps:

- Under **Status** dropdown, select the appropriate status of the learner.

Update Status

Status

No status

No status

No Longer Participating in Learning Activities

Promoted

Retained

Conditionally Promoted

Promoted with Honors

Promoted with High Honors

Promoted with Highest Honors

- Input the **General Average** of the learner. Then, click the **Update** button.

Update Status

Status

Promoted with Honors

General Ave

90

Arabic Language and Islamic Values Education (ALIVE)

Conditional Cash Transfer (CCT) Recipient

Update

Back

Steps:

A notification message will be displayed once successfully updated.



The learner's updated status and General Ave will reflect in the masterlist.

Enrolment					
#	Learner	Gender	Date of Official Enrolment	Status	GenAve
1	[REDACTED]	M	09/11/20	Promoted with Honors	90

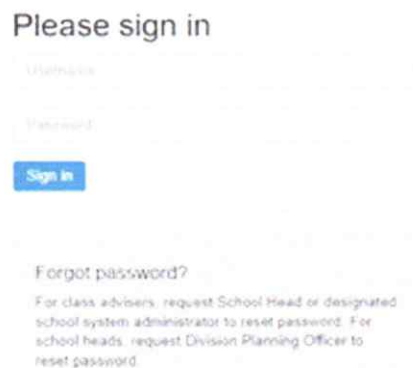
Tagging of SHSEC

Reminders:

- This tagging facility is only available for Grade 12 learners enrolled in 2nd semester in all sectors.

Steps:

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



Please sign in

Username

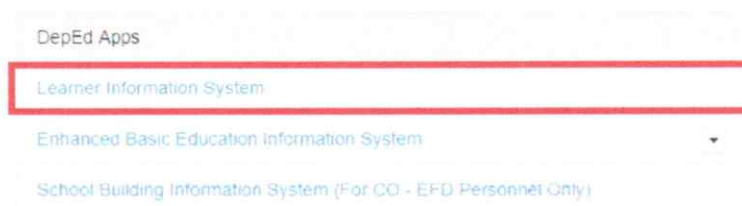
Password

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 logged-in, click the Learner Information System link.



DepEd Apps

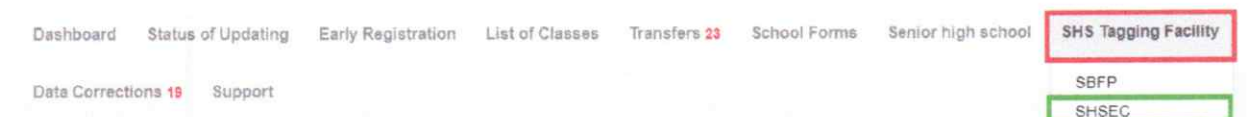
Learner Information System

Enhanced Basic Education information System

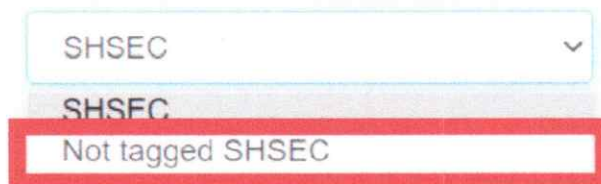
School Building Information System (For CO - EFD Personnel Only)

Steps:

3. In the Dashboard, click the **SHS Tagging Facility** tab. Then, click **SHSEC**.



4. Select **Not tagged SHSEC** from the dropdown.



5. Click the **pencil** icon alongside the learners' profile to be updated.

Masterlist

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

Enrolment

#	Learner	Gender	Date of official enrolment	SHSEC	Option
1	[REDACTED]	M	02/15/21	PAT	Profile 

Steps:

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

SHSEC

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

Back Not Applicable **Submit**

A notification message will be displayed once successfully updated.



7. To see the list of learners' who were already tagged with their respective Exit Program will be listed, click the SHSEC in the dropdown.

SHSEC Grade / Classes SHSEC

Masterlist

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

Enrolment

#	Learner	Gender	Date of official enrolment	SHSEC	Option
1		M	02/15/21	PAT	Profile
2		F	02/26/21	PHE	Profile

ALS Portfolio Assessment

Reminders:

- Availability of ALS Portfolio Assessment as additional eligibility requirement for learners (previously enrolled in ALS) to be enrolled in Grade 7 and Grade 11.
- No validation on ALS Portfolio Assessment Certificate No is applied.
- Learners enrolled with this eligibility will require approval on the Division Level.

Steps:

• For Grade 7 enrolment

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

Please sign in

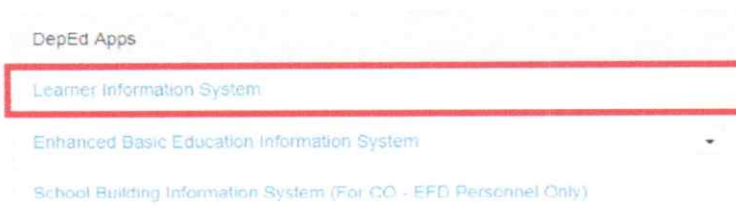
[Sign in](#)

[Forgot password?](#)

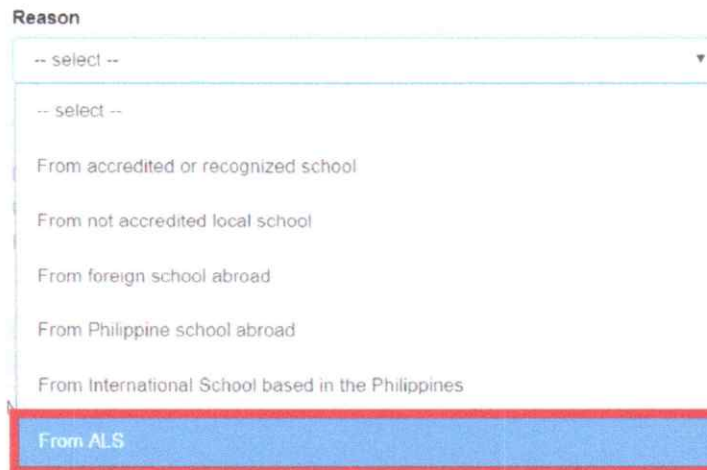
For class advisers: request School Head or designated school system administrator to reset password. For school heads: request Division Planning Officer to reset password.

Steps:

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



3. Follow the same process in enrolling learners (who are previously enrolled in ALS) in Grade 7.
4. Under **Reason** dropdown, select **From ALS** option.



Steps:

5. Under **Certification/Accreditation/Equivalency Exam** dropdown, select **Presentation Portfolio Assessment Passer – Elementary** option.

Reason

From ALS

Certification / Accreditation / Equivalency Exam

-- select --

-- select --

PEPT

PVT

A&E Elementary

Presentation Portfolio Assessment Passer - Elementary

6. Input **ALS Portfolio Assessment Certificate No.**

Reason

From ALS

Certification / Accreditation / Equivalency Exam

Presentation Portfolio Assessment Passer - Elementary

ALS Portfolio Assessment Certificate no

als1234

Steps:

7. Update/fill out other data information (if necessary). Then click the **Enrol** button.

A notification message will be displayed once learner is successfully enrolled.

Learner enrolment saved and is subject for approval.

The enrollment record of the learner will then be tagged as pending enrollment and subject for approval in the Division Level.

5		M	10/18/20	Pending approval	Profile
---	--	---	----------	------------------	---------

Steps:

- **For Grade 11 enrollment**

1. Follow the same process in enrolling learners (who are previously enrolled in ALS) in Grade 11.
2. Under **Select enrolment eligibility**, click **Presentation Portfolio Assessment Passer – Junior High School Level** option, then click **Continue** button.

Step 2: Regular Grade 11 Grade 10, A&E Passer, School Abroad, Balik-Aral, PEPT/PVT Passer
Step 3: Date of official enrolment 08/12/2020

Select enrolment eligibility.

<input type="radio"/> Grade 10 from Local Accredited or Recognized School
<input type="radio"/> Balik-Aral from Local Accredited or Recognized School
<input type="radio"/> PEPT Passer from Local Accredited or Recognized School
<input type="radio"/> A&E Secondary Passer
<input type="radio"/> A&E Secondary with pending release of A&E result
<input type="radio"/> From Foreign School Abroad
<input type="radio"/> PEPT/PVT Passer from not accredited local school
<input type="radio"/> Grade 10 Balik-Aral from Philippine School Abroad
<input type="radio"/> Grade 10 SY 2019 - 2020 from Philippine School Abroad
<input type="radio"/> PEPT Passer from Philippine School Abroad
<input type="radio"/> From International School based in the Philippines
<input checked="" type="radio"/> Presentation Portfolio Assessment Passer - Junior High School Level

Steps:

3. Under the **Enrollment** Section, input the **ALS Portfolio Assessment Certificate No.**

Enrolment

Date of Official Enrolment 2020-08-12

Class Regular Grade 11 - G11 - HUMMS

Program Humanities and Social Sciences

ALS Portfolio Assessment Certificate No

efgh5678

Conditional Cash Transfer Receipt

4. Update/fill out other data information (if necessary). Then, click the **Enrol** button.

A notification message will be displayed once learner is successfully enrolled.

Learner enrolment saved.

The enrollment record of the learner will then be tagged as pending enrollment and subject for approval in the Division Level

#	LRN	Name	Gender	Program	Class assignment	Status	Date of Official Enrolment	
1				Humanities and Social Sciences 1	Grade 11 G11 - HUMMS	Pending request	08-12-2020	View profile