



DIVISION MEMORANDUM

No. 81 s. 2014

March 13, 2014

TO:

PS District Supervisors
Elementary and Secondary School Administrators
LIS Coordinators

SUBJECT: Orientation on Learner Information System (LIS) Updating of Learner Profiles for School Year (SY) 2013-2014

1. Pursuant to herein attached DepEd Order No. 13 s.2014 entitled "Learner Information System (LIS) Updating of Learner Profiles for School Years (SY) 2013-2014," all school heads of public elementary and secondary schools of this division are directed to immediately update their learner's profiles for this school year following the housekeeping of their learner's data in the LIS stipulated in DepEd Order No. 33, s. 2013 entitled Learner Information System (LIS) Data Housekeeping and Implementation for School Year 2013-2014.
2. In this connection, an orientation on the enhanced Learner Information System (LIS) shall be conducted to acquaint LIS Coordinators of the LIS operating system and updating procedure. Participants are LIS coordinators consisting of 2 per district in elementary and 1 in secondary. The orientation is scheduled on March 19, 2014 to be held at the Division Conference Hall. Participants are advised to bring fully charged laptop and broadband internet connection.
3. Furthermore, all concerned personnel including the class advisers shall accomplish the herein attached SF Form 1. Likewise, LIS coordinators shall accomplish the User Account Data. The said forms are essential in order to facilitate the online updating activity.
4. Immediate dissemination and compliance of this memorandum is desired.


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Schools Division Superintendent

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Republic of the Philippines
Department of Education

06 MAR 2014

DepEd ORDER
No. **13**, s. 2014

**LEARNER INFORMATION SYSTEM (LIS) UPDATING OF LEARNER PROFILES
FOR SCHOOL YEAR (SY) 2013-2014**

To: Bureau Directors
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The Department of Education (DepEd) has enhanced its Learner Information System (LIS), which is ready for **Updating of Learner Profiles for School Year (SY) 2013-2014** through online access starting February 26, 2014.
2. The LIS has the following additional features:
 - a. support to the Mother-Tongue Based-Multilingual Education (MTB-MLE) and Inclusive Education;
 - b. incorporation of the revised and simplified School Forms 1, 4 and 5, which are being implemented through DepEd Order No. 4, s. 2014 entitled *Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014*; and
 - c. enhanced facilities which can improve data accuracy and system security.
3. All school heads of public schools are directed to immediately update their learner's profiles for this SY following the housekeeping of their learners' data in the LIS stipulated in DepEd Order No. 33, s. 2013 entitled *Learner Information System (LIS) Data Housekeeping and Implementation for School Year 2013-2014*.
4. In updating learner data, the concerned personnel shall follow these steps:
 - a. Register new public school learners for SY 2013-2014. These include those enroled in Kindergarten for SY 2013-2014 and those enroled in private schools in SY 2012-2013.
 - b. Register learners who are enroled in SY 2013-2014 but do not have any LRNs yet after ensuring that a thorough search in the LIS has been conducted. Determine whether or not the learner's name already exists in the Learner Registry before he/she is enroled for the SY. The improved *Search Learner* facility of the LIS shall aid in determining whether the learner already has a Learner Reference Number (LRN) or not. Learner's uniqueness must be established so that he/she is only assigned one LRN throughout the entire Basic Education Program.
 - c. Update learners' data for beginning of SY 2013-2014, using data from manually-prepared Form 1: School Register to ensure completeness of information.

d. At the end of SY 2013-2014, update the enrolment status of learners based on the *School Report on Promotions*. The enrolment status of the learner shall be any of the following:

- i. *Promoted* when the learner has achieved the necessary competencies in all subject areas to move to next grade/year level;
- ii. *Irregular* when the learner will move to the next grade/year level but with the condition that he/she completes remedial classes in the learning areas where desired level of proficiency has not been achieved;
- iii. *Retained* when the learner has not achieved the necessary competencies to move to the next grade/year level, hence retained in the same grade/year level;
- iv. *Dropped Out* when the learner has left the school and has not completed the full term in said school for reasons other than transferring to another school; and
- v. *Transferred Out* when the learner has transferred to another school within the school year.

5. The following timeline in the updating of LIS for SY 2013-2014 shall be observed:

LIS Activity	Official Responsible	Timeline for Encoding and Updating
Updating of LIS for beginning of SY 2013-2014	School Heads	February 24-March 31, 2014
Updating of LIS for end of SY 2013-2014		March 3 – April 30, 2014

6. The LIS shall be accessed through the web address: www.lis.deped.gov.ph using the same school username and password used in the previous system and in the EBEIS. This account will default to the privileges of a SH that allows for access to the school's master list of learners for all grade/year levels. From this access point, the SH can create user accounts for different school personnel whom he/she authorizes to access the LIS. A detailed manual of operations including these guidelines are accessible in the LIS homepage through this link: www.lis.deped.gov.ph/help.

7. The regional directors through the Regional Planning Units and the schools division superintendents through the Division Planning Units shall jointly provide technical assistance to the schools to ensure the timeliness, accuracy and completeness of submitted data.

8. The schools division offices shall oversee the encoding of data for schools with no access to Internet facilities.

9. All personnel involved in the LIS at the schools, district and division levels are allowed to render overtime services during weekdays, weekends, and holidays when necessary to meet the LIS target schedules. At the school level, these overtime services can be converted to service credits.

10. All previous issuances relative to this Order, which are found inconsistent are deemed superseded or modified accordingly.

11. Immediate dissemination of and strict compliance with this Order is directed.



BR. ARMIN A. LUISTRO FSC
Secretary

SCHOOL FORMS
Data Element Descriptions

Code and Name: SF1- School Register

Schedule: Beginning of School Year & End of School Year

Other instruction: Should provide detailed information per learner of the summary data being reported to EBEIS (GESP/GSSP)

	DATA ELEMENT	DESCRIPTION
1	School ID	A six (6) digit-number assigned to a school recognized in EBEIS
2	School Year	The prescribed period of time when schools offer daily instruction. It covers 10 months of regular schooling starting month of June (Beginning of School Year) up to the month of March (End of School Year) of the following year.
3	School Name	Official name of school as registered in DepED and EBEIS
4	Grade Level	A degree/stage of a learner classified according to age and progress.
5	Section	A group of pupils/students convened together to receive instruction in a given course or subject.
6	Learner Reference Number (LRN)	Twelve (12)-digit number which the pupil, student or learner shall keep while completing the basic education program, regardless of transfer to another school or learning center in the public or private sector, and promotion/moving up to the secondary level. (DO22, s.2012)
7	Name of Learner	Name of an individual as reflected in the birth certificate or equivalent document seeking basic literacy and functional life learning skills.
8	Sex (Male or Female)	Learner's biological and physiological sex as reflected in the birth certificate or equivalent document.
9	Birth Date	Date of birth of the learner as reflected in the birth certificate or equivalent document.
10	Place of Birth (Province)	The name of province where the learner was born as reflected in the birth certificate or other equivalent document.
11	Age by June (1 st Friday)	The actual age in years of a learner as of last birthday by the 1 st Friday of each school calendar year.
12	Mother Tongue	The language first learned by a learner; There are 19 major languages identified in the recent DepEd Orders which are: Tagalog, Kapampangan, Pangasinense, Iloko, Bikol, Cebuano, Hiligaynon, Waray, Tausug, Maguondanaoan, Maranao, Chabacano, Ybanag, Ivatan, Sambal, Aklanon, Kinaray-a, Yakan, and Surigaonon. (DO 16, s. 2012 & DO 28, s. 2013)
13	IP (Specify ethnic group)	A group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory.
14	Religion	The religious belief of the learner. For Muslim learners, "Islam" will be written instead of Muslim under this column.
15	House #/Street	Refer to the place/location where the learner currently holds residence.
16	Barangay	
17	Municipality	
18	Province	
19	Name of Father	The name of father of the learner as reflected in the birth certificate or equivalent document.

20	Name of Mother	The name of mother of the learner as reflected in the birth certificate or equivalent document.
21	Name of Guardian	The person who oversees the welfare of the learner in behalf of the parents.
22	Relationship to Guardian	The relationship between the learner and the guardian.
23	Contact Number (of Parents/Guardian)	Contact number of the parents and/or the guardian of the learner.
24	Remark/s	Additional information about the learner's status or particular condition