



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City  
Tel Nos.: (088) 856-4454 / (08822) 72-46-15  
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**DIVISION MEMORANDUM**

No: 183, s.2015

FOR:

School Administrators/School In-Charge  
LIS Coordinators and Class Advisers  
Elementary and Secondary Schools  
This Division

FROM:

CHERRY MAE L. LIMBACO, Ph.D., CESO V  
Schools Division Superintendent

SUBJECT:

DISSEMINATION OF DEPED ORDER NO. 26, S.2015 AND UPDATES ON THE CONDUCT OF ONE-DAY DIVISION TRAINING ON LIS AND EBEIS UPDATING FOR BEGINNING OF SCHOOL YEAR 2015-2016

DATE:

6 July 2015

1. For the information of all concerned, enclosed is a copy of DepEd Order No. 26, s.2015 dated June 26, 2015 re: DEPED ORDER NO. 26, S.2015 entitled "LEARNER INFORMATION SYSTEM (LIS) AND ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) UPDATING FOR BEGINNING OF SCHOOL YEAR 2015-2016 which is self-explanatory.
2. Furthermore, the following are the change of schedules in the conduct of One-Day Division Training on LIS And EBEIS as stated in DM No. 182 dated June 23, 2015 and the corresponding venue, to wit:

Date	Participants	No. of Pax	Venue
July 8, 2015 (Wednesday)	Group 1	51	Hotel Koresco, Cagayan de Oro City
	Group 2	50	
	Group 3	54	
	Group 4	52	
July 9, 2015 (Thursday)	Group 5	54	
	Group 6	51	
	Group 7	54	
July 10, 2015 (Friday)	Group 8	50	
	Group 9	54	
	Group 10	53	
July 11, 2015 (Saturday)	Group 11	50	East Land Hotel, Gingoog City
	<b>Total</b>	<b>573</b>	

3. The following division personnel shall serve as focal person/resource speaker during the conduct of the training with their corresponding group of participants, to wit:

<b>Date</b>	<b>Participants</b>	<b>Focal Person/Resource Speaker</b>
July 8, 2015	Group 1	Mila A. Janubas & Freddiejun T. Delig
	Group 2	Lindo M. Cayadong
	Group 3	Edwin L. Gamorot
	Group 4	Gerry Madrid
July 9, 2015	Group 5	Mila A. Janubas & Freddiejun T. Delig
	Group 6	Edwin L. Gamorot & Gerry Madrid
	Group 7	Lindo M. Cayadong & Marife T. Balaba
July 10, 2015	Group 8	Mila A. Janubas & Freddiejun T. Delig
	Group 9	Edwin L. Gamorot & Gerry Madrid
	Group 10	Lindo M. Cayadong & Marife T. Balaba
July 11, 2015	Group 11	Edwin L. Gamorot, Gerry Madrid Freddiejun T. Delig, Lindo M. Cayadong, Marife Balaba & Mila A. Janubas

4. Participants are advised to bring fully charged laptop, extension wire and mobile broadband. Each participant shall confirm his/her participation through online using this link <http://goo.gl/forms/JJjvjMr97F> on or before July 7, 2015.
5. Travelling expenses of participants shall be charged to the school's downloaded MOOE subject to the usual accounting and auditing rules and regulation.
6. For clarifications or inquiries, you may contact the Division LIS Team through 09177076075 or send email at [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)
7. For immediate dissemination and compliance.

/dpu\_elg; ito\_ftd

**TRAINING WORKSHOP ON DATA MANAGEMENT, EBEIS AND LEARNER INFORMATION SYSTEM (LIS) FOR  
BEGINNING OF SCHOOL YEAR (SY) 2015-2016  
July 8-10, 2015**

Date	School District	School	Participants		
			LIS Coordinator	School Head	Total
<b>July 8, 2015</b>	<b>Group 1</b>				
	Balingasag North	Balingasag CS	2	1	3
		Mambayaan ES	1	1	2
		Napaliran ES	1		1
		Cala-cala ES	1		1
		Cogon ES	1		1
		Mandangao ES	1		1
		Kibanban ES	1		1
		Quezon ES	1		1
		Calawag ES	1		1
		San Francisco ES	1		1
		San Isidro ES	1		1
		Kibalus ES	1		1
		Lantad IS	1		1
	Balingasag South	Baliwagan CS	1	1	2
		Binitinan ES	1	1	2
		Bagaay ES	1		1
		Samay ES	1		1
		Hermano ES	1		1
		Talusan ES	1		1
		Blanco ES	1		1
		Balagnan ES	1		1
		Dansuli ES	1		1
		Camuayan ES	1		1
		Lapu-Lapu ES	1		1
		Dumarait ES	1		1
		Rosario ES	1		1
		Upper Hermano ES	1		1
		Linabu ES	1	1	2
		Gumpot ES	1		1
		San Juan ES	1		1
		Sulo ES	1		1
		Waterfall ES	1		1
	<i>Secondary Schools</i>	Baliwagan NHS	2	1	3
		Rosario NHS	1	1	2
		San Juan NHS	1	1	2
		Lantad IS	1		1
		MONHS	2	1	3
		San Isidro NHS	1	1	2
		<b>Total</b>			<b>51</b>
<b>July 8, 2015</b>	<b>Group 2</b>				
	Lagonglong	Lagonglong CS	2	1	3
		Dampil ES	1	1	2
		Kabulawan ES	1		1
		Umagos ES	1		1
		Kauswagan ES	1		1
		Lumbo ES	1		1
		Manaol ES	1		1
		Tabok ES	1		1
		Gaston ES	1		1
		C. Gadrinab ES	1		1
		Kamansi ES (clustered to Lantad)	1		1
		Dampil NHS	1	1	2
		Lumbo NHS	1	1	2
	Salay	Salay CS	2	1	3
		Looc ES	2	1	3
		Alipuaton IS	1		1
		Inobulan ES	1		1
		Yungod ES	1		1
		Saray ES	1		1
		Mimbuli ES	1		1
		Tinagaan ES	1		1
		Bunal ES	1		1
		Salay River ES	1		1
		Ili-Ilihoh ES	1		1
		Ampenican ES	1		1
		Salagsag ES	1		1
		Guinalaban ES	1		1
		Matampa ES	1		1

Date	School District	School	Participants		
			LIS Coordinator	School Head	Total
		Alipuaton IS	1		1
	<i>Secondary Schools</i>	Inobulan Hunga-Gue NHS	1		1
		Looc NHS	1		1
		Salay NHS	2	1	3
		Jasaan NHS	2	1	3
		Bobontugan NHS	1	1	2
		Danao NHS	1		1
		Aplaya NHS	1		1
		<b>Total</b>			50
<b>July 8, 2015</b>	<b>Group 3</b>				
	Kinoguitan	Kinoguitan CS	1	1	2
		Balingoan CS	1	1	2
		Buko ES	1		1
		Biray ES	1		1
		Suarez ES	1		1
		Calubo ES	1		1
		Campo ES	1		1
		Esperanza ES	1		1
		Bolisong ES	1		1
		Mantangale ES	1		1
		Kauswagan ES	1		1
		San Alonzo ES	1		1
		Kabulakan ES	1		1
		Bauk-Bauk ES	1		1
		Dahilig ES	1		1
		Panabol ES	1		1
		Kalitian ES	1		1
		Sumalag ES	1		1
		Mapua ES	1		1
		Kabangasan ES	1		1
	Sugbongcogon	Sugbongcogon CS	2	1	3
		Kiraging PS	1		1
		Binuangan CS	1		1
		Nabataan ES	1		1
		Alicomohan ES	1		1
		Kaulayanan ES	1		1
		Dampias ES	1		1
		Kitambis ES	1		1
		Kidampas ES	1		1
		Ampianga ES	1		1
		Mimbuahan PS	1		1
		Mabini ES	1		1
		Kitamban PS	1		1
		Mangga ES	1		1
		Silad PS	1		1
		Mosangot ES	1		1
		Valdeconcha ES	1		1
	<i>Secondary Schools</i>	Calubo IS	1		1
		Esperanza NHS	1	1	2
		Kinoguitan NAHS	1		1
		Kidampas IS	1		1
		Binuangan NHS	1	1	2
		Dampias NHS	1		1
		Sugbongcogon NHS	2	1	3
		Mantangale NHS	1	1	2
		<b>Total</b>			54
<b>July 8, 2015</b>	<b>Group 4</b>				
	Medina	Medina CS	2	1	3
		Bangbang ES	1		1
		Sidlakan ES	1		1
		Bulwa ES	1		1
		Duka ES	1		1
		Dig-Aguyan ES	1		1
		Mananum Daan ES	1		1
		Gov. Pelaez ES	2	1	3
		Maanas ES	1	1	2
		Pahindong ES	1		1
		San Roque ES	1		1
		Mananum Bag-o ES	1		1
		Palaopao ES	1		1
		Portulin ES	1		1
		Gasa ES	1		1
		San Jose ES	1		1
		Kibugahan ES	1		1
		San Vicente ES	1		1
		Tambagan ES	1		1
		Labas Pagsama ES	1		1

Date	School District	School	Participants		
			LIS Coordinator	School Head	Total
		Tup-on ES	1		1
	Talisayan	Talisayan CS	2	1	3
		Sta. Ines ES	1		1
		Babanlagan ES	1	1	2
		Sindangan ES	1		1
		Pangpangon ES	1		1
		Sibantang ES	1		1
		Mandahilag ES	1		1
		Macopa ES	1		1
		Pook ES	1		1
		Magkarila ES	1		1
		Puting Balas ES	1		1
		Luyong Baybayon ES	1		1
		Tagbocboc ES	1		1
		Kalamkam ES	1		1
		Mintabon ES	1		1
		Bugdang ES	1		1
		Punta Santiago ES	1		1
		Carmen ES	1		1
	Secondary School	MOGCHS	4	1	5
		<b>Total</b>			<b>52</b>
<b>July 9, 2015</b>	<b>Group 5</b>				
	Alubijid	Alubijid CS	2	1	3
		Lourdes ES	1	1	2
		Sampatulog ES	1		1
		Tugasnon ES	1		1
		Sungay ES	1		1
		Tula ES	1		1
		Calatcat ES	1		1
		Baybay ES	1		1
		Loguilo ES	1		1
		Lumbo ES	1		1
		Molocboloc PS	1		1
		Lanao PS	1		1
		Talaba ES	1		1
		Lagtang PS	1		1
		Taparak ES	1		1
		Lonsi ES	1		1
		Benigwayan ES	1		1
		Sikiton PS	1		1
	Opol	Opol CS	2	1	3
		Igpit ES	2	1	3
		Luyong Bonbon ES	2	1	3
		Barra ES	2	1	3
		Patag ES	1		1
		Bagocboc ES	1		1
		Bayugbayugan ES	1		1
		Cauyonan ES	1		1
		Tingalan ES	1		1
		Nangcaon ES	1		1
		Malanang ES	1		1
		Binubongan ES	1		1
		Salawaga ES	1		1
		Megdaha ES	1		1
		Awang ES	1		1
		Limunda ES	1		1
	Secondary Schools	Alubijid NCHS	2	1	3
		Lourdes Alubijid NHS	1		1
		Sampatulog IS	1		1
		Opol NSTS	2	1	3
		Bagocboc ES	1		1
		<b>Total</b>			<b>54</b>
<b>July 9, 2015</b>	<b>Group 6</b>				
	Claveria I	Claveria CS	2	1	3
		Mainantang PS	1		1
		Hinaplanaan ES	1	1	2
		Patrocinio ES	1		1
		Gumaod ES	1		1
		Cabacungan ES	1		1
		Sta. Cruz ES	1		1
		Bangonbangon ES	1		1
		Minsacuba ES	1		1
		Ane-i ES	1		1
		Kalawitan ES	1		1
		Plaridel ES	1		1
		Lambagohon ES	1		1
		Kanangkaan ES	1		1

Date	School District	School	Participants		
			LIS Coordinator	School Head	Total
		Punong ES	1		1
	Claveria II	Mat-i CS	2	1	3
		Man-Ibay ES	1		1
		Lanise ES	1		1
		Madaguing ES	1		1
		Malagana ES	1		1
		Linandang ES	1		1
		Luna ES	1		1
		Rizal ES	1		1
		Don Gregorio Pelaez ES	1		1
		Parmbugas ES	1		1
		Tamboboan ES	1		1
		Panampawan ES	1		1
		Aposkahoy I ES	1		1
		Aposkahoy II ES	1		1
		Bulahan ES	1		1
		Tipolohon ES	1		1
		Malunsagay ES	1		1
		Impadiding ES	1		1
		Lakbangan PS	1		1
		Minalwang ES	1		1
		Mandalawat ES	1		1
	<i>Secondary Schools</i>	DG Sabal Memorial NHS	2	1	3
		Hinaplanan NHS	1	1	2
		Patrocinio NHS	1		1
		Aposkahoy NHS	1		1
		Malagana NHS	1		1
		Mat-i NHS, Claveria	1		1
		Rizal NHS	1		1
		<b>Total</b>			<b>51</b>
<b>July 9, 2015</b>	<b>Group 7</b>				
	Initao	Initao CS	2	1	3
		Tawantawan ES	1		1
		Gimangpang ES	1		1
		Jampason ES	1		1
		Andales ES	1		1
		San Pedro ES	1		1
		Tubigan ES	1		1
		Kanitoan ES	1		1
		Kamelon ES	1		1
		Oguis ES	1		1
		Tagpaco ES	1		1
		Sinalac ES	1		1
		Kalacapan ES	1		1
		Aluna ES	1		1
		Casilihon ES	1		1
		Pagahan ES	1		1
		Pontacon PS	1		1
	Libertad	Libertad CS	2	1	3
		Matangad ES	2	1	3
		Gitagum CS	2	1	3
		Dulong ES	1		1
		Cogon ES	1		1
		Lubluban ES	1		1
		Burnay ES	1		1
		Gimaylan ES	1		1
		Retablo PS	1		1
		Talao ES	1		1
		Kilangit ES	1		1
		Tangkub ES	1		1
		Kimalok PS	1		1
		Pangayawan ES	1		1
		CP Garcia ES	1		1
		Ulab ES	1		1
		G. Pelaez ES	1		1
		Quezon ES	1		1
		Taytayan ES	1		1
	<i>Secondary Schools</i>	Initao NCHS	2	1	3
		Kalacapan NHS	1		1
		Libertad NHS	2	1	3
		Matangad NHS	2	1	3
		<b>Total</b>			<b>54</b>
<b>July 10, 2015</b>	<b>Group 8</b>				
	Jasaan	Jasaan CS	3	1	4
		Bobontugan ES	2	1	3
		Aplaya ES	2	1	3
		Kimaya ES	2	1	3

Date	School District	School	Participants		
			LIS Coordinator	School Head	Total
		Luz Banzon ES	1		1
		Solana ES	1		1
		San Nicolas ES	1		1
		Jampason ES	1		1
		San Isidro ES	1		1
		Natubo ES	1		1
		San Antonio ES	2	1	3
		Corrales ES	1		1
		Kimamaon ES	1		1
		Danao ES	1		1
		Ignacio S. Cruz ES	1		1
	Laguindingan	Laguindingan CS	2	1	3
		Mauswagon ES	2	1	3
		Tubajon ES	1		1
		Kibaghot ES	1		1
		Sinai ES	1		1
		Liberty ES	1		1
		Gasi ES	1		1
		Sambulawan ES	1		1
		Lapad ES	1		1
		Moog ES	1		1
		Aromahon ES	1		1
	Lugait	Lugait CS	2	1	3
		Biga ES	1		1
		Kalangahan ES	1		1
		Aya-Aya ES	1		1
		Betahon ES	1		1
		Talacogon ES	1		1
		Kaluknayan ES	1		1
		<b>Total</b>			<b>50</b>
<b>July 10, 2015</b>	<b>Group 9</b>				
	Manticao	Manticao CS	2	1	3
		Punta Silum ES	2	1	3
		Cabalantian ES	1	1	2
		Tuod ES	1	1	2
		Malibato ES	1		1
		Dunque ES	1		1
		Patag ES	1		1
		Paniangan ES	1		1
		Argayoso ES	1		1
		Pagawan ES	1		1
		Suminanap PS	1		1
		Camanga ES	1		1
		Magpait ES	1		1
		Balintad ES	1		1
		San Isidro ES	1		1
		Digkilaan ES	1		1
		Mahayahay ES	1		1
	Naawan	Naawan CS	2	1	3
		Mapulog ES	1		1
		Lubilan ES	1		1
		Patag ES	1		1
		Maputi ES	1		1
		Tuboran ES	1		1
		Linangkayan ES	1		1
		Don Pedro ES	1		1
		Mat-I ES	1		1
		Macabagla ES	1		1
		Tagbalogo ES	1		1
		Pasagdihon ES	1		1
	<i>Secondary Schools</i>	Laguindingan NHS	2	1	3
		Kibaghot NHS	1		1
		Lugait NHS	2	1	3
		Manticao NHS	2	1	3
		Cabalantian NHS	2	1	3
		Naawan NHS	2	1	3
		Mat-I (Naawan) NHS	1		1
		<b>Total</b>			<b>54</b>
<b>July 10, 2015</b>	<b>Group 10</b>				
	Tagoloan	Tagoloan CS	2	1	3
		Baluarte ES	2	1	3
		Sta. Ana ES	2	1	3
		Sta. Cruz ES	2	1	3
		Casinglot ES	2	1	3
		Gracia ES	2	1	3
		Mohon ES	1	1	2
		Rosario ES	1		1

Date	School District	School	Participants		
			LIS Coordinator	School Head	Total
		Natumolan ES	1		1
		Maribojoc ES	1		1
	Villanueva	Vn Chavez MCS	2	1	3
		San Martin ES	2	1	3
		Don F. Jacinto ES	1	1	2
		Looc ES	1		1
		Dayawan ES	1		1
		Kalingagan ES	1		1
		Lukong ES	1		1
		Balacanas ES	1		1
		Kimaya ES	1		1
		Nangka ES	1		1
		Kirahon ES	1		1
	<i>Secondary Schools</i>	Tagoloan NHS	2	1	3
		Sta. Ana NHS	2	1	3
		Casinglot NHS	1	1	2
		Villanueva NHS	2	1	3
		Kalingagan NHS	1	1	2
		Tambobong-Balacanas NHS	1		1
		<b>Total</b>			<b>53</b>
<b>July 11, 2015</b>	<b>Group 11</b>				
	Magsaysay I	Magsaysay CS	1	1	2
		Cabantian ES	1		1
		Cadena de Amor ES	1		1
		Mindulao ES	1		1
		Cabubuhan ES	1		1
		Kauswagan ES	1		1
		Damayohan ES	1		1
		San Isidro ES	1		1
		Cabalawan ES	1		1
		San Vicente ES	1		1
		Villa Felipa ES	1		1
		Tibon-Tibon ES	1		1
	Magsaysay II	Kibungsod CS	2	1	3
		Consuelo ES	1	1	2
		Kandiis ES	1		1
		Artadi ES	1		1
		Sta. Cruz ES	1		1
		Bonifacio Aquino ES	1		1
		Gumabon ES	1		1
		Tama ES	1		1
		Kimaya ES	1		1
		Pag-Asa ES	1		1
		Mahayahay ES	1		1
		Katipunan ES	1		1
		Abunda ES	1		1
		Tinaan ES	1		1
	<i>Secondary Schools</i>	Consuelo NHS	2	1	3
		Kibungsod NHS	2	1	3
		Gumabon NHS	1		1
		DG Pelaez MNHS (Maanas NHS)	1		1
		Medina NCHS	2	1	3
		Portulin NHS	1	1	2
		Sta. Ines NHS	2	1	3
		Talisayan NHS	2	1	3
		Mandahilag NHS	1		1
		<b>Total</b>			<b>50</b>
		<b>GRAND TOTAL</b>			<b>573</b>





Republic of the Philippines  
**Department of Education**

26 JUN 2015

DepEd ORDER  
No. **26**, s. 2015

**LEARNER INFORMATION SYSTEM (LIS) AND ENHANCED BASIC EDUCATION  
INFORMATION SYSTEM (EBEIS) UPDATING FOR BEGINNING  
OF SCHOOL YEAR (BOSY) 2015-2016**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division Superintendents  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. To establish accurate and reliable registries of learners and schools which will ensure availability of data and information needed for planning and budgeting, allocation of resources and setting operational targets to provide access to compete quality basic education, the Department of Education (DepEd) has implemented the Enhanced Basic Education Information System (EBEIS) and Learner Information System (LIS).
2. All public and private elementary and secondary schools, state universities and colleges (SUCs) offering elementary and secondary education, and all programs under Alternative Learning System (ALS), including *Abot-Alam*, are directed to register and update their learners' profiles through the LIS.
3. Every learner in the basic education system shall be issued only one permanent Learner Reference Number (LRN) that he/she shall use throughout the entire basic education program. The Search Learner Facility of the LIS shall aid in determining whether or not the learner already has a LRN. A learner's uniqueness must always be established before creating a new LRN.
4. All public and private elementary and secondary schools and SUCs offering elementary and secondary education, are directed to ensure prompt, complete and accurate accomplishment of the EBEIS.
5. Every school in the basic education system shall be issued a School ID. The Regional Office (RO) is tasked to submit the documents on the establishment of new public schools, recognition of private schools, and SUCs offering elementary and secondary education to the Central Office, through the Education Management Information System (EMIS) Division, for issuance of new School IDs. Upon issuance of the School ID, the Schools Division Office (SDO) is tasked to update the school's basic profile in the EBEIS.
6. The division planning officer and information technology officer shall be in-charge of the user account management. They shall issue user accounts for all public and private school heads, mobile teachers and *Abot-Alam* program facilitators and shall give them appropriate access rights in the LIS and EBEIS.

7. The LIS and EBEIS shall be accessed through the web addresses: <https://lis.deped.gov.ph> and <http://ebeis.deped.gov.ph>, respectively. A single sign-on is available, linking both systems.

8. For public schools, the concerned personnel shall follow these steps:

8.1 LIS

- a. The school principal and school Information Communications Technology (ICT) coordinator shall issue the user accounts to all homeroom advisers and shall give them appropriate access rights to their specific homeroom sections;
- b. Using as basis the School Form 1 (School Register), the homeroom advisers shall enrol all their learners into their section;
- c. For Kindergarten and Grade 1 pupils who underwent the catch-up program, the homeroom adviser shall register them into the LIS. They are automatically issued new LRNs by the system;
- d. For transferees from private schools, *Balik Aral* learners and learners who were enrolled in public schools in SY 2014-2015 but do not have any LRNs yet after ensuring that a thorough search in the LIS has been conducted, the homeroom adviser shall register them into the LIS and submit the learner's supporting documents to the SDO, through the Division Planning Unit;
- e. The Division Planning Unit shall approve the issuance of a new LRN to a learner after ensuring that the learner's encoded details are accurate and he/she does not yet have an LRN in the system; and
- f. The homeroom advisers shall also update all required learners' data for Beginning of School Year (BOSY) 2015-2016.

8.2 EBEIS

- a. The school principals shall update all required school data for BOSY 2015-2016;
- b. After ensuring that all required data have been accurately updated, they shall submit the updated profile in the system; and
- c. The school can download its SY 2015-2016 Government Elementary School Profile (GESP) or Government Secondary School Profile (GSSP), that contains its official BOSY enrolment from the LIS, and school data from the EBEIS in September 2015.

9. For private schools and SUCs, the concerned personnel shall follow these steps:

9.1 LIS

- a. Download the LIS for Private Schools Form from the LIS "Help" page or through this URL: <http://lis.deped.gov.ph/help>;
- b. Fill-out the template with complete and accurate information on all enrolled learners for this SY;

- c. Upload the completed masterlist in the LIS through <http://lis.deped.gov.ph/uploadprivate2015>; and
- d. The DepEd Central Office (CO) shall build up the initial registry of all private school learners in the LIS. Succeeding updates of the private schools' master list of learners with corresponding LRNs and enrolment status will be done online through the LIS facility starting September 1, 2015.

## 9.2 EBEIS

- a. The school principal shall update all required school data for BOSY 2015-2016;
- b. After ensuring that all required data have been accurately updated, they shall submit the updated profile in the system; and
- c. The school can download its SY 2015-2016 Private Schools Profile (PSP) or SUCs Laboratory School Profile that contains its official BOSY enrolment from the LIS and school data from the EBEIS in September 2015.

10. For DepEd delivered ALS programs, the concerned personnel shall follow these steps:

- 10.1 Learning facilitators (mobile teachers, district ALS coordinators and *Abot-Alam* program facilitators) will register learners who have attended ALS program anytime from January 1 to June 5, 2015;
- 10.2 Specify the program and delivery mode the learner is enrolled in, the date of first attendance and status;
- 10.3 Indicate learning center where the learner is enrolled. A learning facilitator is only allowed to indicate a learning center within his/her area of assignment; and
- 10.4 The learning facilitator can download its MIS 002 – Learners' Profile from the LIS starting September 2015.

11. For ALS DepEd procured and DepEd partner programs, the concerned personnel shall follow these steps:

- 11.1 Persons-in-charge of the ALS programs shall download the LIS for ALS Form from the LIS "Help" page or through this URL: [lis.deped.gov.ph/help](http://lis.deped.gov.ph/help);
- 11.2 Fill-out the template with complete and accurate information on learners who have attended ALS programs within Calendar Year (CY) 2015;
- 11.3 Submit the completed masterlist to the Division Education Program Supervisor (DEPS) for ALS. The Division EPS for ALS shall upload the completed masterlist in the LIS through <http://lis.deped.gov.ph/uploadALS2015>; and
- 11.4 The DepEd CO shall build up the initial registry of all ALS learners under DepEd procured, and DepEd partner programs in the LIS.

12. For *Abot-Alam* enlisted learners, the concerned personnel shall follow these steps:

- 12.1 For those enrolled in existing DepEd delivered ALS programs, the mobile teacher shall mark the field of *Abot-Alam* in the learner's profile;

- 12.2 For those enroled in existing ALS DepEd procured and DepEd partner programs, the provider shall mark the column *Abot-Alam* in the LIS for ALS Form; and
- 12.3 For those enroled in other programs, using the OSY database and the base file for the Progress Monitoring Sheet, the Division EPS for ALS shall encode the details of these learners and mark their program accordingly.

13. The following timelines shall be observed:

<b>Date</b>	<b>Activity</b>
June 29-August 31, 2015	Updating of LIS for BOSY 2015-2016
July 6-August 31, 2015	Updating of EBEIS for BOSY 2015-2016
September 2015	Downloading of GESP, GSSP, PSP SUC Laboratory Schools' Profile and ALS Learners' Profile

14. A detailed manual and instructional videos are accessible in the LIS posted on <https://lis.deped.gov.ph/help>.

15. The ROs and SDOs, through the planning officers, private school coordinator, EPS for ALS and information technology officers, shall jointly provide technical assistance to the schools to ensure the timeliness, accuracy and completeness of submitted data.

16. The SDOs shall oversee the encoding of data for all concerned personnel with no access to Internet facilities.

17. The LIS shall be secured, as far as practicable, with the use of the most appropriate standard required by the ICT industry. Further, in order to ensure that learner information are secured and protected, the collection, updating and processing of information shall be subject to the following accountabilities:

- 17.1 The class adviser shall be responsible for collecting and updating of information on learners in the formal school, ensuring that data capture is supported by appropriate legal documents;
- 17.2 The ALS facilitator shall be responsible for collecting and updating information on learners in ALS, ensuring that data captured is supported by appropriate legal documents and that sensitive learner information are protected from unauthorized access or disclosure; and
- 17.3 The SH shall be responsible for implementing necessary policies and procedures in his/her school to ensure that the collection and processing of learning information is carried out in accordance with the guidelines provided in this Order and that sensitive learning information are protected from unauthorized access or disclosure.

18. The aforementioned parties are granted security clearance to have access to the information in the LIS in their specific areas of responsibility. No other party shall be granted access to any information in the system unless a request for such security clearance is submitted and approved by the Office of the Secretary (OSec).

19. DepEd, through the OSec shall ensure the security and confidentiality of learner information in the LIS and that processing of learner information and access to the same is in accordance with the provisions of the Data Privacy Act of 2012.

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

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

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

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

References:

DepEd Order Nos.: (13 and 42, s. 2014); and 19, s. 2015

To be indicated in the Perpetual Index  
under the following subjects:

DATA  
FORMS  
INFORMATION TECHNOLOGY  
OFFICIALS  
POLICY  
PROGRAMS  
PROJECTS  
PUPILS  
SCHOOLS  
STUDENTS  
TEACHERS