MEMORANDUM

To: PS District Supervisor
          Principals, Head Teachers & School In-charge
          Elementary and Secondary Schools
          This Division

From: Schools Division Superintendent

Subject: Leaner Information System (LIS) Data Housekeeping and Implementation for School
          Year (SY) 2013-2014

Date: August 22, 2013

This has reference to enclosed DepEd Order No.33 s. 2013 entitled "Leaner Information System (LIS) Data Housekeeping and Implementation for School Year (SY) 2013-2014" dated July 23, 2013, which is self explanatory.

In line with this, the Division Planning Unit will conduct LIS Housekeeping Orientation/Workshop on August 27, 2013 at the Division Conference Hall.

Participants to the said orientation/workshop are the following:

	Elementary	**Secondary**
1. LIS/EBEIS Coordinator	2 per district	1
2. ALS Coordinator/Mobile Teacher	1 per district	-

Please take note of the following schedule:

Date	Time	Participants
August 27, 2013	8:00am-12nn	*Elementary*
(Tuesday)	1:00pm-5:00pm	*Secondary*

Participants are required to bring the following:

1. Form 1: School Register (all grade/year level) for SY 2012-2013 (previous school year)
2. Accomplished LRN Forms A, B, C & D (previous school year)
3. Form 18E/A (SY 2012-2013)
4. Fully-charged laptop w/charger
5. Plug-in USB wireless broadband
6. Extension wire

Travel expenses of participants shall be charged against school MOOE or local funds subject to the usual accounting and auditing rules, policies and regulations.

Immediate dissemination and strict compliance is desired.

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

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23 JUL 2013

DepEd ORDER
No. 33 s. 2013

LEARNER INFORMATION SYSTEM (LIS) DATA HOUSEKEEPING AND IMPLEMENTATION FOR SCHOOL YEAR (SY) 2013-2014

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

1.   The Learner Information System (LIS) was implemented in government schools and Community Learning Centers (CLCs) in September 2012 through DepEd Order Nos. 67, s. 2011 and 22, s. 2012. The implementation directed the issuance of a unique Learner Reference Number (LRN) to learners enroled in public schools and Alternative Learning System (ALS) learners in CLCs for School Year (SY) 2012-2013. It also enabled the establishment of a centralized **"Learner Registry"** where basic learner information is captured, stored and accessed through a secured facility to enhance tracking and decision-making on learners at various levels of DepEd management.

2.   Prior to updating the Learner Registry for SY 2013-2014, public schools, ALS CLCs and division offices (DOs) shall undertake the review and clean up (housekeeping) of learner data in the LIS to resolve data issues identified from the review of the previous school year's data.

3.   After the housekeeping activity is completed, public schools and ALS CLCs shall proceed with the updating of the Learner Registry for SY 2013-2014 following the schedule of activities stipulated in this Order. The updating shall involve issuance of LRN to the learners who are not yet in the registry and updating of enrolment data and learner information.

4.   The following timeline in the conduct of LIS activities shall be observed:

LIS Activity	Official Responsible	Timeline
LIS Housekeeping and Implementation in Schools		
Review and Housekeeping of Learners Data	School Head	August 5-22, 2013
Submission of Housekeeping Report signed by the School Head (SH) to the Schools Division/City Superintendent (SDS)	School Head	August 23, 2013
Updating of Learner Registry for SY 2013-2014	School Head	September 2-13, 2013
Generating Masterlist of Learners for SY 2013-2014	School Head	September 13, 2013

LIS Activity	Official Responsible	Timeline
LIS Housekeeping and Implementation in CLCs		
Review and Housekeeping of Data on ALS Facilitators	ALS Program Supervisor I	August 5-9, 2013
Review and Housekeeping of Learner Data	ALS Facilitator	August 12-16, 2013
Updating of Learner Registry for CY 2013-2014	ALS Facilitator	August 26-September 6, 2013
Generating Masterlist of Learners for SY 2013-2014	ALS Facilitator	September 6, 2013

5.   The LIS Housekeeping and Implementation Procedure for Public Schools is specified in Enclosure No. 1, while the procedure for CLCs is specified in Enclosure No. 2. These procedures must be done following the schedule that is provided.

6.   The LIS shall be secured, as far as practicable, with the use of the most appropriate standard required by the information and communications technology 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:

   a. The Class Adviser shall be responsible for collecting and updating information on learners in the formal school, ensuring that data captured is supported by appropriate legal documents;
   b. 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;
   c. The School Head shall be responsible for implementing necessary policies and procedures in his/her school to ensure that the collection and processing of learner information is carried out in accordance with the guidelines provided in this Order and that sensitive learner information are protected from unauthorized access or disclosure; and

7.   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.

8.   DepEd through the Office of the Secretary 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.

9.   The regional directors (RDs) through the Regional Planning Units (RPUs) and the schools division/city superintendents (SDSs) through the Division Planning Units (DPUs) shall jointly provide technical assistance to the schools and ALS implementors to ensure the timeliness, accuracy and completeness of data submitted.

10.   The DOs shall oversee the encoding of data for schools and CLCs with no access to Internet facilities.

11.   All personnel involved in the LIS at the schools, CLCs, district and division levels are allowed to render overtime (OT) services during weekdays, weekends and holidays when necessary to meet the LIS target schedules, subject to the usual accounting and auditing rules.

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

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

BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:
     As stated

References:
     DepEd Order: (Nos. 22, s. 2012 and 67, s. 2011)

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

     ALTERNATIVE LEARNING SYSTEM
     DATA
     FORMS
     POLICY
     PROGRAMS
     PUPILS
     SCHOOLS
     STUDENTS

LIS Implementation for SY 2013-2014

1. All public schools shall update their learner records for SY 2013-2014.

2. The additional learner data, which are captured in the School Form 1: School Registry, to be collected are as follows:

    a. *Enrolment Date* (the date when the learner first reported to class for a given school year);

    b. *Mother's Maiden Name*;

    c. *Father's Name*;

    d. *Ethnicity* (refers to the ethnic group to which a learner who is an indigenous people (by definition in IPRA Chapter 11, Section 3) by self-ascription and ascription by others belong; and

    e. *Disability* (specifies a learner's disability based on medical certification or by the teacher's observation).

    f. *Balik-aral* is an indicator to identify a learner enrolled in the current school year, finished a grade level and stopped schooling after a year or more.

Enclosure 2: LIS Data Housekeeping and Implementation Procedure for Community Learning Centers

LIS Data Housekeeping

1. The review and cleanup of data in the LIS shall be done through an online housekeeping facility which is accessible through the web address: http://lis.deped.gov.ph/housekeep. ALS Education Program Supervisor and authorized ALS facilitators may access this facility using their LIS username and password. A set of procedures to guide the housekeeping process can be viewed or downloaded from the link "Instructions for Housekeeping" shown in the main page.

2. The ALS Education Program Supervisor I (EPS I) shall have the following responsibilities:

   a. Ensuring prompt and accurate review of the registry of ALS learning facilitators in the LIS and recording of data corrections through the online housekeeping facility;

   b. Directing ALS learning facilitators to commence housekeeping of ALS Learner Registry only after he/she has completed the housekeeping of ALS learning facilitators; and

   c. Reviewing and housekeeping of ALS learners enroled through contractors and partners.

3. ALS Learning facilitators shall be responsible for ensuring prompt and accurate review of their respective learner registries in the LIS and record data corrections in the system following this process.

   a. The LIS Registry for SY 2012-2013 shall be generated from the online LIS housekeeping facility.

   b. The LIS Registry for CY 2012 to April 2013 shall be compared with the MIS002A Learner Profile to resolve data issues in the following ways:
      i. correct inaccurate or incomplete information on birth date, gender, sex, name, guardian and address;
      ii. identify valid LRN for a learner who has been issued multiple LRNs and tag the invalid LRNs for deactivation;
      iii. identify LRNs in the LIS Registry which are not in the School Registry/ Learner Profile and tag these LRNs for deactivation; and
      iv. encode data of learners who are in the School Registry/Learner Profile but are not in the LIS Registry. LRN for these newly encoded learners shall be issued at the DepEd Central Office (CO) and will be available in the LIS before the beginning of SY 2013-2014 updating.

   c. The schools shall also update the learner's enrolment status as of **March 31, 2013** to one of the following:

      i. *Completed* which means the learner is promoted to the next level;
      ii. *Retained* which means the learner is retained in the same grade/year level; and

iii. *No longer in school* which means the learner has either transferred out or dropped.

  d. They shall encode data corrections and updates through the online LIS housekeeping facility.

LIS Implementation for SY 2013-2014

1. All CLCs shall update the learner records for SY 2013-2014.

2. The additional learner data, which are captured in ALS MIS002A: Learner Profile, to be collected are as follows:

  a. *Enrolment Date* (the date when the learner first reported to class for a given school year or the date when the ALS learner is enlisted in the MIS002A of an ALS learning facilitator);

  b. *Mother's Maiden Name*;

  c. *Father's Name*;

  d. *Ethnicity* (refers to the ethnic group to which a learner who is an indigenous people (by definition in IPRA Chapter 11, Section 3) by self- ascription and ascription by others belong; and

  e. *Disability* (specifies a learner's disability based on medical certification or by the teacher's observation).

  f. *A&E Test Registrant* indicates whether the learner is an A&E test registrant (drop down Yes or No);

  g. *A&E Test Level Taken* indicates whether the A&E test registrant is elementary level or secondary level; and

  h. *A&E Test Result* specifies whether the A&E Test Registrant has passed or failed the latest A&E Test.