August 14, 2014

Respectfully referred to all school heads of public schools the request of the LIS Development Team represented by Sir Jonathan Diche of DepEd Central Office, Meralco Avenue, Pasig City. All schools heads of the public schools under the jurisdiction of the Division of Baguio City are encouraged to review and disseminate to the attached document, **Guidelines and System Updates for the Learner Information System dated August 13, 2014, 3:47 PM.**

Please refer to the attached files for more details.

ROBERTO R. GONZALES
Planning Officer II

Office of the SDS: 442-7819 telefax;
Planning Office: 446-1488; **Administrative/ Personnel Office**: 446-6738; **ALS**: 442-4923 ; **COA Office**: 424-1379 telefax
E-mail: depedbaguiocity@gmail.com ; **Website**: www.depedpines.com

NOTICE: 3:47PM August 13, 2014

The LIS is now running facilities to handle the following data issues:
(it covers enrollment reported as of June 6, 2014)

a) Learners with invalid date of birth. The date of birth is used to compute the age that likewise feeds into the reporting of age profile and performance indicators.

b) Multiple enrolment of same LRN within June 2-6 but in different schools. In the case of transfer from one school to another, the school where learner is enrolled as of June 6 will keep the enrolment and the other school should "un-enrol" the learner from its Masterlist. (kung hindi po inabot ng June 6 sa school natin yung learner at lumipat na sa ibang school, unenroll po natin)

c) Multiple LRNs for one learner.

c.1 LRN that was used in the SY 2011 enrollment must be used (LRN convention: 1st six digits: School ID, 7th & 8th: Year of Issuance (11 for 2011) and the last 4 digits: Sequential) In cases where there was no enrolment in SY 2011, the oldest LRN issued must be used. This is an adjustment to previous policy of selecting LRN in the event of multiple registration. The purpose of this changes is to keep and extend the time/year coverage of the learner's record as much as possible.

c.2 In the case of erroneously issued LRN, the school should "un-enrol" these learners from the Masterlist.

2. As of August 11, 2014, the LIS enrolment data of June 2-6 have been locked for editing. Editing of name of learner and enrollment profile (Balik Aral, ALIVE, CCT-4PS, Repeaters) is no longer allowed. However, a list of these abovementioned data issues is displayed in the school dashboard. A facility to fix these issues is also provided. These data issues must be fixed on or before August 15. Unresolved data issue after August 15 will not be included in the EBEIS BOSY enrolment count. A detailed report on these data issues will be disseminated to all divisions of affected schools.

3. Learners with invalid date of birth.
3.1. In the box labeled BOSY Enrolment with Issues, click on the LRN to display learner profile. Edit and correct the Birthdate, then click Update to save changes.

3.2. A successful data correction is indicated by an "Updated" in the Remarks/Status column of the List in the dashboard.

4. Multiple enrolment of same LRN within June 2-6 but in different schools.
4.1. These records are identified as "Duplicate enrolment" in the list.
4.2. Verify if enrolment is valid.
4.2.1. In the case of transfer from one school to another, the school where learner is enrolled as of June 6 will keep the enrolment and the other school should "un-enrol" the learner from its Masterlist.
4.2.2. In the case of erroneously issued LRN, the school should "un-enrol" these learners from the Masterlist.
4.3. Click on the drop-down list. If enrolment is valid, click on Confirm Valid; otherwise, "Un-enrol".

5. Multiple LRNs of one learner.
5.1. These records are identified as "Duplicate learner" in the list.
5.2. Verify if enrolment under the given LRN is valid.
5.3..In the case of erroneously issued LRN, the school should "un-enrol" these learners from the Masterlist.
5.4. Click on the drop-down list. If enrolment is valid, click on Confirm Valid; otherwise, "Un-enrol".1. Duplicate LRN, tag the correct LRN by clicking

6. We can register the late enrollment or those learners reported to school beyond June 6. However, transferred out and transferred in facilities are not yet deployed in the system (wait muna natin). We expect to utilize the tracking module next week or once the data clean up is completed.

7. For those record that wrongfully encoded to the system like profile information of the learner and grade level, the school head may prepare formal request (LRN, School ID, specific information that need to be corrected and the reason of having erroneous data) to the division school superintendent. The office of the SDS will ask the endorsement of the office of the regional director to the office of the chief of staff and assistant secretary Reynaldo Antonio D. Laguda.

8. Lastly, we discourage the posting of learner's personal information in the group discussion.

Salamat po - LIS Help Desk