



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off, Baguio City
Fax: (074) 442-7819



DIVISION MEMORANDUM

No. 24/e, s. 2015

DEPED DIVISION OF
BAGUIO CITY
DEC 11 2015
RELEASED

**Learners' Information System (LIS) Housekeeping and Updating
for School Year 2015-2016**

To: **All Private School Heads
Private EBEIS/ LIS Coordinators**

1. As per advisory posted in the official LIS help desk of the Department of Education dated December 10 and 12, 2015 please be informed of the following guidelines:
 - a. **School Head to create account** for School System Administrator (Note: creation of adviser account is not yet available, creation of classes and encoding of learner will be done using the school system admin or school head account);
 - b. **Enrol Learner** create new record for new entrant in the system or register learner through existing LRN, if any. Failed uploading of masterlist will be encoded individually using the "Enrol Learner" button;
 - c. **Correction of Grade Level and Correction of Basic Profile** (name, date of birth and gender) can be corrected based on the learners' birth certificate and other similar valid references. School system admin can request correction subject for review and approval of the school head. Please review manual in the LIS support tab;
 - d. **Tracking of learners.** Transfer In (T.I) for learners with previous enrolment from other school within the school year; Transfer Out (T.O) for learners who transfer to other school within the school year; No Longer In School (NLS) for those dropping out or cannot be located and Unenrol facility for those learners who did not attend classes since day one;
 - e. **Correction of LRN** is applicable for learner with multiple LRNs. Please review manual provided in Support tab; and
 - f. Review the instructional videos and guidelines available in LIS Support tab;
2. All private schools are encouraged to join the Private Schools LIS Help Desk (central office) FB and DepEd Baguio BEIS/LIS Private Schools help desk FB Group for collaboration.
3. Immediate and wide dissemination of this Memorandum to all concerned is required.


FRANCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent