DIVISION MEMORANDUM
No. 279, s. 2019

Learner Information System (LIS) Revised Request Forms (RF)
for Data Correction, Guidelines, and Newly Deployed Facilities

To: Public Schools District Supervisors
All Public Elementary and Secondary School Heads and LIS Coordinators
All Private Elementary and Secondary School Heads and LIS Coordinators

1. This is to inform the field that the Learner Information System (LIS) Request Forms (RF) for Data Correction have been revised and can already be downloaded in the Other Forms of Learner Information System Downloads Section.

2. The complete list of RFs are as follows:

<table>
<thead>
<tr>
<th>Request Form No.</th>
<th>Request Form Title</th>
<th>Level of Governance in Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF 17</td>
<td>COC Updating for Schools Abroad</td>
<td>National</td>
</tr>
<tr>
<td>RF 16</td>
<td>Updating of SHS Program Offering for Schools Abroad</td>
<td>National</td>
</tr>
<tr>
<td>RF 15</td>
<td>Unenrolment of Learner</td>
<td>Division</td>
</tr>
<tr>
<td>RF 14</td>
<td>Confirmation of Transfer from Closed Schools</td>
<td>Division</td>
</tr>
<tr>
<td>RF 13</td>
<td>Correcting Transfer Related Issues</td>
<td>Division</td>
</tr>
<tr>
<td>RF 12</td>
<td>Reopening of School Enrolment</td>
<td>Division</td>
</tr>
<tr>
<td>RF 10</td>
<td>Merging of School IDs</td>
<td>Division</td>
</tr>
<tr>
<td>RF 4</td>
<td>Unmerge LRN</td>
<td>Division</td>
</tr>
<tr>
<td>RF 2</td>
<td>LRN Reactivation / Enrolment with Data Issues</td>
<td>Division</td>
</tr>
<tr>
<td>RF 1</td>
<td>LRN Merging</td>
<td>Division</td>
</tr>
</tbody>
</table>

3. Requests for the National level are to be submitted to the DepEd-CO EMISD email at ps.emisd@deped.gov.ph while requests for the Division level are to be submitted to the SGOD-Planning and Research at email at planresearchbaguio@gmail.com with the following format of subject title: RF (No.) (School)

4. Guidelines for Schools in sending the Request Forms:
   ✓ Fill-up the form correctly and completely;
   ✓ Attach the form as Excel file;
   ✓ Attach a scanned copy of the form with School Head signature (for National level requests only);
   ✓ Attach Birth Certificate, SF10 and/or SF9
   ✓ Other documents, as needed
5. Be informed that all learners with Pending Change Requests and LRN Approvals are not yet officially enrolled. To ensure efficiency and accuracy of actions to be taken, email all necessary sanned documentary requirements (Birth Certificate, SF10 and/or SF9, and other documents as needed) through planresearchbaguio@gmail.com. For more than 20 requests, concerned school/s may opt to hand carry the photocopied documents at the SGOD-Planning and Research.

6. Learner Information System User Management

<table>
<thead>
<tr>
<th>Activity</th>
<th>Accounts to be used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encoding of Learners and Update Other Data (Student Profile)</td>
<td>Adviser Account / System Admin Account</td>
</tr>
<tr>
<td>Request for Correction of Basic Profile (Name, Gender, Birthdate)</td>
<td>System Admin Account</td>
</tr>
<tr>
<td>Correction of Grade Level (Grade / Section)</td>
<td>System Admin Account</td>
</tr>
<tr>
<td>Correction of Status</td>
<td>System Admin Account</td>
</tr>
<tr>
<td>Confirmation of transfer out</td>
<td>School Head Account / System Admin Account</td>
</tr>
<tr>
<td>Approval of Requests (School Level)</td>
<td>School Head Account</td>
</tr>
<tr>
<td>Approval of Pending Change Requests and LRN Approvals</td>
<td>Division Planning Officer</td>
</tr>
<tr>
<td>LRN Merging for simple cases (with no major conflict in enrolment history)</td>
<td>Division Planning Officer</td>
</tr>
<tr>
<td>LRN Merging with major conflicts in enrolment history</td>
<td>DepEd Central Office</td>
</tr>
</tbody>
</table>

7. Newly deployed facilities are as follows:
   a. For Kinder to Grade 10 (K-10), Body Mass Index (BMI) and Alternative Delivery Mode (ADM) Tagging Facilities are now open. Enclosure No. 1 of this memorandum is the step-by-step tutorial on the use of these facilities.
   b. Senior High School LIS encoding for First Semester, BOSY 2019-2020

8. For technical assistance on issues and concerns, refer to Schools Governance and Operations Division (SGOD) - Planning and Research through email at planresearchbaguio@gmail.com with subject title: Request for TA: (quick keyword on LIS issue/concern) or for via telephone at (074) 446-6738.

9. For immediate dissemination and strict compliance.
Enclosure No. 1 to Division Memorandum No. 179, s. 2019

Updating of BMI and ADM Tagging

Here are the steps:


   Please sign in
   
   Sign In

   Forgot password?
   For class teachers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

2. Once login, click the Learner Information System link.

   DepEd Apps
   
   Learner Information System

   Enhanced Basic Education Information System

   School Building Information System (For OD, EOD Personnel Only)

3. In the Dashboard, click the List of Classes tab.

4. Click the Select Item button.

   • Click the BMI link to update BMI.
   • Click the ADM link to update ADM.
a. To update the learner’s BMI:

1. Click the Grade / Classes dropdown list and select the learner’s section. Then, choose the Not tagged BMI on the third dropdown option.

   ![Dropdown List]

   Masterlist

2. Search for the learner’s name to be tagged/updated. Under the Option column, click the Pencil icon.

   ![Masterlist Table]

3. Completed required information. Then, click the Submit button.

   ![BMI Form]

   Back  Submit
b. To tagged the learner as ADM:

1. Click the Grade / Classes dropdown list and select the learner’s section. Then, choose the Not tagged ADM on the third dropdown option.

   ![Dropdown List]

   Masterlist

2. Search for the learner’s name to be tagged/updated. Under the Option column, click the Pencil icon.

   Masterlist

   - Distance Education (DistEd) for SPED
   - IMPACT: Enhanced Instructional Management by Parents, Community and Teachers (IMPACT)
   - MISOSA - Modified In-School Off-School Approach (MISOSA)
   - INTERVEN - Other School Initiated Intervention
   - OHSP - Open High School Program (OHSP)
   - INTERVEN - Other School Initiated Intervention

3. a. For learners under ADM, click the appropriate mode. Then, click the Submit button.

   b. For learners not under ADM, click the Not Applicable button.