



DEPARTMENT OF EDUCATION  
Region X-Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

Corner Don Carlos-Guingona Sts., Malaybalay City

Tel No.: (088)221-4597; Telefax: (088)813-2894

website: [www.depedmalybalay.net](http://www.depedmalybalay.net) email: [depedmalybalay@gmail.com](mailto:depedmalybalay@gmail.com)



**DIVISION MEMORANDUM**

No. 92 s. 2014

100  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

Date: 7-13-14 Time: 9.25 am  
By: Jovelyn Sagrada

To : **SCHOOL EBEIS/LIS COORDINATOR**  
Thru: **ELEMENTARY & SECONDARY SCHOOLS HEADS**  
**ADMINISTRATIVE SECTION PERSONNEL**  
**PLANNING UNIT PERSONNEL**  
This Division

From :   
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

Date : March 12, 2014

Re : **ORIENTATION-WORKSHOP ON LEARNERS INFORMATION SYSTEM (LIS) UPDATING OF LEARNER PROFILES FOR SY 2013-2014**

1. Pursuant to the enclosed DepEd Order No. 13, s. 2014 re: "*Learner Information System (LIS) Updating of Learner Profiles for SY 2013-2014*" dated March 6, 2014, which is self-explanatory.
2. In view hereof, the Division Planning Unit will conduct a 1-day LIS orientation-workshop on **March 21, 2014 (8:00AM-5:00PM)** at Loiza's New Hall, Casisang, Malaybalay City.
3. Expected participants to the said workshop are the School EBEIS Coordinator of both elementary and secondary schools.
4. Participants are required to bring the following:
  - a. Laptop/Netbook
  - b. Internet Broadband
  - c. Extension Cord
  - d. **FORM 1: School Register** (all grade/year levels) for SY 2013-2014
5. A copy of printed and signed **School Form 1 (SF 1): School Register** (generated from the LIS website) shall be submitted to the Schools Division Superintendent attention Division Planning Unit **on or before April 5, 2014** to ensure prompt submission of accurate and complete data of the school.
6. A registration fee of Three Hundred Pesos (P 300.00) will be charged from the participants to cover meals & snacks, reproduction of materials and handouts. Expenses of the participants shall be charged to School MOOE / Local Funds subject to the existing accounting and auditing policies, rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.



Republic of the Philippines  
**Department of Education**

06 MAR 2014

DepEd ORDER  
No. **13**, s. 2014

**LEARNER INFORMATION SYSTEM (LIS) UPDATING OF LEARNER PROFILES  
FOR SCHOOL YEAR (SY) 2013-2014**

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

1. The Department of Education (DepEd) has enhanced its Learner Information System (LIS), which is ready for **Updating of Learner Profiles for School Year (SY) 2013-2014** through online access starting February 26, 2014.
2. The LIS has the following additional features:
  - a. support to the Mother-Tongue Based-Multilingual Education (MTB-MLE) and Inclusive Education;
  - b. incorporation of the revised and simplified School Forms 1, 4 and 5, which are being implemented through DepEd Order No. 4, s. 2014 entitled *Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014*; and
  - c. enhanced facilities which can improve data accuracy and system security.
3. All school heads of public schools are directed to immediately update their learner's profiles for this SY following the housekeeping of their learners' data in the LIS stipulated in DepEd Order No. 33, s. 2013 entitled *Learner Information System (LIS) Data Housekeeping and Implementation for School Year 2013-2014*.
4. In updating learner data, the concerned personnel shall follow these steps:
  - a. Register new public school learners for SY 2013-2014. These include those enroled in Kindergarten for SY 2013-2014 and those enroled in private schools in SY 2012-2013.
  - b. Register learners who are enroled in SY 2013-2014 but do not have any LRNs yet after ensuring that a thorough search in the LIS has been conducted. Determine whether or not the learner's name already exists in the Learner Registry before he/she is enroled for the SY. The improved *Search Learner* facility of the LIS shall aid in determining whether the learner already has a Learner Reference Number (LRN) or not. Learner's uniqueness must be established so that he/she is only assigned one LRN throughout the entire Basic Education Program.
  - c. Update learners' data for beginning of SY 2013-2014, using data from manually-prepared Form 1: School Register to ensure completeness of information.

d. At the end of SY 2013-2014, update the enrolment status of learners based on the *School Report on Promotions*. The enrolment status of the learner shall be any of the following:

- i. *Promoted* when the learner has achieved the necessary competencies in all subject areas to move to next grade/year level;
- ii. *Irregular* when the learner will move to the next grade/year level but with the condition that he/she completes remedial classes in the learning areas where desired level of proficiency has not been achieved;
- iii. *Retained* when the learner has not achieved the necessary competencies to move to the next grade/year level, hence retained in the same grade/year level;
- iv. *Dropped Out* when the learner has left the school and has not completed the full term in said school for reasons other than transferring to another school; and
- v. *Transferred Out* when the learner has transferred to another school within the school year.

5. The following timeline in the updating of LIS for SY 2013-2014 shall be observed:

LIS Activity	Official Responsible	Timeline for Encoding and Updating
Updating of LIS for beginning of SY 2013-2014	School Heads	February 24-March 31, 2014
Updating of LIS for end of SY 2013-2014		March 3 - April 30, 2014

6. The LIS shall be accessed through the web address: [www.lis.deped.gov.ph](http://www.lis.deped.gov.ph) using the same school username and password used in the previous system and in the EBEIS. This account will default to the privileges of a SH that allows for access to the school's master list of learners for all grade/year levels. From this access point, the SH can create user accounts for different school personnel whom he/she authorizes to access the LIS. A detailed manual of operations including these guidelines are accessible in the LIS homepage through this link: [www.lis.deped.gov.ph/help](http://www.lis.deped.gov.ph/help).


7. The regional directors through the Regional Planning Units and the schools division superintendents through the Division Planning Units shall jointly provide technical assistance to the schools to ensure the timeliness, accuracy and completeness of submitted data.

8. The schools division offices shall oversee the encoding of data for schools with no access to Internet facilities.

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

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

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

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

References:

DepEd Order: Nos. (33, s. 2013 and 4, s. 2014)

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

DATA  
FORMS  
POLICY  
PROGRAMS  
PUPILS  
SCHOOLS  
STUDENTS

SMA, DO LIS Updating of Learner Profiles for SY 2013-2014  
0174-February 27/28/March 1/4, 2014