



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City

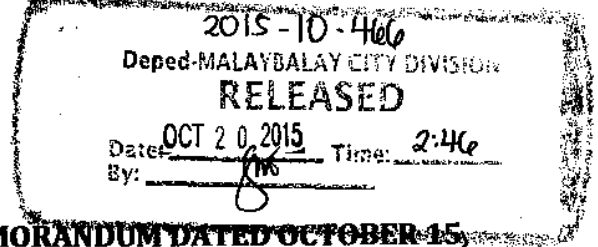


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20 October 2015

**DIVISION MEMORANDUM**


No. 411 s. 2015



**DISSEMINATION OF UNNUMBERED REGIONAL MEMORANDUM DATED OCTOBER 15, 2015 RE: SUBMISSION OF LEARNER PREFERENCES FOR SENIOR HIGH SCHOOL IN LEARNER INFORMATION SYSTEM (LIS)**

**TO: Public Schools District Supervisors/District OIC's  
Public/Private/SUCs School Heads/Principals  
Public/Private School ICT Coordinators  
This Division**

1. For the information and guidance of all concerned, enclosed is **Unnumbered Regional Memorandum dated October 15, 2015 re: Submission of Learner Preferences for Senior High School in Learner Information System (LIS)** the content of which is self-explanatory.
2. Immediate dissemination of this memorandum is highly desired.

  
**EDILBERTO L. OPLENARIA, CESO VI**  
OIC-Schools Division Superintendent



Republic of the Philippines  
Department of Education  
**REGION X-NORTHERN MINDANAO**  
Fr. Mastersons Avenue  
Zone 1, Upper Balulang, Cagayan de Oro City



DepED-X  
Cagayan de Oro City

**MEMORANDUM**

16 OCT 2015

4800  
**RELEASED**

To : **Schools Division Superintendents**  
**Assistant Schools Division Superintendents**  
This Region

From : *Shirley O. Chatto*  
**ATTY. SHIRLEY O. CHATTO**  
OIC-Regional Director

Date : October 15, 2015

Subject : **Submission of Learner Preferences for Senior High School in Learner Information System (LIS)**

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1. In line with the initiative to provide accurate and up to date information of learners' preferences for Senior High School, all public, private schools and State Colleges and Universities are directed to comply the learner preferences for Senior High School through the Learner Information System (LIS) online facility.
  2. The Schools Division Superintendents (SDSs) through the Planning & Research Section and ICT services shall jointly provide technical assistance to the schools to ensure timeliness, accuracy and completeness of submitted data.
  3. School heads are tasked to validate the submissions of the class advisers/facilitators before finalization of submission to the LIS online facility to ensure that data submitted is accurate and complete.
  4. Division should prioritize in giving technical assistance to schools with large enrolment and schools without or with limited access to computer.
  5. To ensure full compliance on the provision of Early Registration for the Senior High School Data on LIS among schools, all Schools Division Offices (SDO) are strongly advised to direct their Education Program Supervisor In-Charge in SHS and Private Schools, Senior Education Program Specialist for Planning & Research, Division ITO/Division ICT Coordinator, Division Planning Officer to conduct the Orientation-Workshop to the schools.
  6. To meet the LIS target schedules, Public Schools District Supervisors should include in their priorities in monitoring the compliance of the schools in the Early

## Procedures for Submission of Learner Preferences for SHS for Public Schools in LIS

SHS Early Registration shall be conducted from October 19 to 23, 2015 with guidelines provided in DepEd Order 41, s. 2015. From October 19 to November 6, 2015, Class Advisers or Grade 10 in all public secondary schools shall register their learners for SHS and submit learners' preferences through the SHS Registration Module in the LIS.

The SHS Registration Module is accessible through the "SHS Registration" link (right of Masterlist") in the LIS Main Menu. The SHS Registration page shall display the list of Grade 10 learners enrolled for SY 2015-2016 with input fields for SHS preferences opposite each learner's name.

In case a learner is currently enrolled in the school but not yet registered or enrolled in the LIS for SY 2015-2016 like in the case of a transferee or a late enrollee, the Class Adviser shall enrol the learner first before he/she is registered for SHS. The "Enrol Learner" link shall be accessible from the SHS Registration page for ease of navigation.

The Class Adviser shall enter the learner's SHS preferences, choosing from a drop-down list of schools and program offerings. These data shall be captured from the SHS Preference Slip Annex 2 of DepEd Order No. 41 s.2015) filled-up and submitted by the learner. A first and second choice must always be provided for the SHS and for each school, two programs must be provided unless the preferred school has only one program offering.

The progress of SHS registration shall be made available online to school heads and through the Planning Offices in the Division and Regional Offices. The Planning Office shall provide the SHS Coordinators with regular updates on the SHS online registration.

1. School Heads shall be informed of the progress of SHS Registration through the notification bar at the Masterlist page
2. Planning offices in the division and region will be able to view the progress of registration in the Status of Updating – SHS Registration link from the LIS Main Menu.

Upon culmination of SHS registration in the LIS, a Summary Report on the number of registrants by school and program offering can be generated in Excel format through the "Download" link under the "Summary" column in the LIS Status of Updating – SHS registration page.

Instructional material in video and infographics shall be made available through the LIS report page on October 16, 2015. For questions regarding the use of LIS for SHS registration, please contact EMISD through [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph) or the LIS Help Desk through [lis@deped.gov.ph](mailto:lis@deped.gov.ph) and telephone no. 0922-4104603.

## Procedures for Submission of Learner Preferences for SHS for **Private Schools & SUCs**

1. SHS Early Registration shall be conducted from October 19 to 23, 2015 with guidelines provided in DepEd Order 41, s.2015. From October 26 to November 6, 2015, private schools and SUCs shall register all Grade 10 learners for SHS and submit learners' preferences through the SHS Registration Module in the LIS. This online registration facility shall be accessed by private schools and SUCs using their EBEIS user account.
2. The SHS Registration Module is accessible through the "SHS Registration" link (right of "Masterlist") in the LIS Main Menu. The SHS Registration page shall display the list of Grade 10 learners enrolled and uploaded in the LIS for SY 2015-2016 with input fields for SHS preferences opposite each learner's name.
3. In case a learner is currently enrolled in the school but not yet registered or enrolled in the LIS for SY 2015-2016, the duly authorized private school/SUC encoder shall enrol the learner first before he/she is registered for SHS. The "Enrol Learner" link shall be accessible from the SHS Registration page for ease of navigation.
4. The authorized private school/SUC encoder shall enter the learner's SHS preferences, choosing from a drop-down list of schools and program offerings. These data shall be captured from the SHS Preference Slip (Annex 2 of DepEd Order No. 41 s.2015) filled-up and submitted by the learner. A first and second choice must always be provided for the SHS and for each school, two programs must be provided unless the preferred school has only one program offering.
5. The progress of SHS registration shall be made available online to school heads and through the Planning Offices in the Division and Regional Offices. The Planning Office shall provide the SHS Coordinators with regular updates on the SHS online registration.
  - 5.1. School Heads shall be informed of the progress of SHS Registration through the notification bar at the Masterlist page
  - 5.2. Planning offices in the division and region will be able to view the progress of registration in the Status of Updating - SHS Registration link from the LIS Main Menu.

An instructional material in video and infographics shall be made available through the LIS Support page on October 16, 2015. For questions regarding the use of LIS for SHS registration, please contact EMISD through [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph) or the LIS Help Desk through [icts.usd@deped.gov.ph](mailto:icts.usd@deped.gov.ph) and telephone no. 0922-4104603.

Registration for SHS in LIS for this information is critical for the preparation of the opening of the SHS on SY 2016-2017.

7. Enclosed are the Procedures for Submission of Learner Preferences for SHS for Public, Private Schools, SUCs in LIS.
8. Immediate dissemination and strict compliance of this memo is directed.