



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

July 3, 2023

DIVISION MEMORANDUM
No. 188, s. 2023

ONLINE TAGGING OF STATUS OF LEARNERS IN THE LEARNER INFORMATION SYSTEM (LIS) FOR THE END-OF-SCHOOL YEAR (EOSY) 2022-2023

To : Assistant Schools Division Superintendent
All Elementary & Secondary School Heads/School Incharge
President/Registrar, St. Dominic College of Batanes, Inc.
Division ALS Specialist
Division Planning Officer

1. To maintain accurate and up-to-date information of learners' basic profile, enrolment status, and end of the school year academic accomplishment/status for SY2022-23, the online updating through the LIS platform is now open until **July 31, 2023**.

2. All public and private elementary and secondary schools offering elementary and secondary education, are directed to update their learners' profiles through the LIS. School Heads must ensure the accuracy and completeness of the school's EOSY submissions before these are finalized in the LIS.

3. Specific categories to be updated in online are the following:

- a) Updating of status:
 - No Longer Participating in Learning Activities (NLPLA)
 - Retained
 - Conditionally
 - Promoted
 - General Average
- b) With Honors (*applicable only for Grade 6 & Grade 10 in all public schools*)
- c) School Based Feeding Program (SBFP) Beneficiaries – All Kindergarten and identified wasted & severely wasted
- d) Inclusion of ALS Portfolio Assessment as additional requirement for Grade 7 and Grade 11
- e) Senior High School Exit Choices Tagging Facility
 - PHE – Pursuing Higher Education
 - PAT – Pursuing Advanced TVL
 - WOR – Work or Employment
 - SAB – Start a Business



Address: Basco, Batanes, 3900
Contact No.: 09996027630; 09163509382
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes

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Bansang Makabata  Balang Makabansa

4. The School Governance and Operations Division, through the Division Planning Officer, shall closely monitor and directly provide necessary technical assistance to the schools to ensure compliance to the guidelines of the EOSY updating in the LIS. Particular attention must be given to schools with no access to internet facilities.

5. You are required to submit the following reports duly signed to the SGOD, Attn.: Division Planning Officer:

- a) School Form 5 (SF 5) – Report on Promotion and Progress & Achievement
- b) School Form 5 (SF5-K) – Report on Promotion & Level of Proficiency For Kinder
- c) School Form 5A (SF5A-SHS) – End of Semester and School Year Status of Learners for Senior High School
- d) School Form 5B (SF5B-SHS) – List of Learners with Complete SHS Requirements
- e) For private school: LRN, Name of Learner, and Final Rating

6. Enclosed to this Memorandum are tutorial guides.

7. To meet the LIS target schedules, all personnel involved in the LIS at the school, and Division Office are allowed to render overtime (OT) services during weekdays, weekends and holidays when necessary. At the school level, these OT services can be converted to service credits for teachers and Compensatory Overtime Credits (COC) for non-teaching at the school and Division Office level.

8. Public Schools EBEIS-LIS Coordinators/class advisers may charge internet data load from their School MOOE under internet allowance to defray data connectivity expenses while processing the EOSY.

9. Immediate dissemination and strict compliance with this Memorandum to all concerned is desired.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

For the SDS:


GEORGANN G. CARIASO, CESO VI
Assistant Schools Division Superintendent



Encl:

Reference: DepEd Order No. 3, s.2018

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

ENROLLMENT
ALTERNATIVE LEARNING SYSTEM

LEARNERS

BASIC EDUCATION

SGOD/myn/orc



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Tagging of SHSEC

Reminders:

- This tagging facility is only available for Grade 12 learners enrolled in 2nd semester in all sectors.

Steps:

1. Go to LIS website <http://lis.deped.gov.ph/> and login using the School user account.

Please sign in

Username

Password

Sign in

Forgot password?

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

2. Once logged-in, click the Learner Information System link.

DepEd Apps

Learner Information System

Enhanced Basic Education Information System

School Building Information System (For CO - EFD Personnel Only)

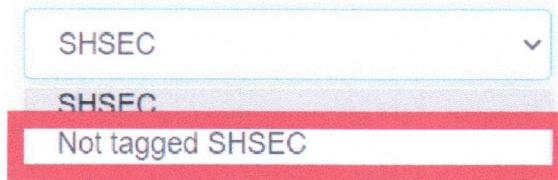
Steps:

3. In the Dashboard, click the **SHS Tagging Facility** tab. Then, click **SHSEC**.



The screenshot shows a navigation bar with several tabs: Dashboard, Status of Updating, Early Registration, List of Classes, Transfers 23, School Forms, Senior high school, SHS Tagging Facility, SBFP, and SHSEC. The SHS Tagging Facility tab is highlighted with a red border. Below the tabs, there are links for Data Corrections 18 and Support. The main content area is currently empty.

4. Select **Not tagged SHSEC** from the dropdown.



5. Click the **pencil** icon alongside the learners' profile to be updated.

Masterlist

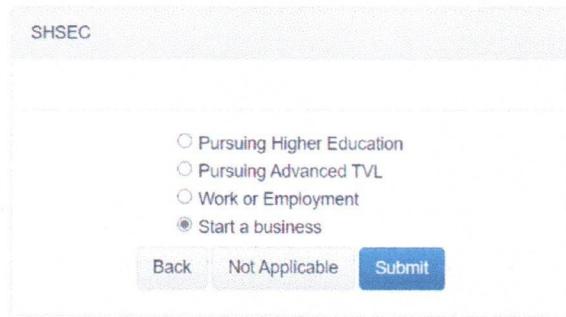
- PHE - Pursuing Higher Education
- PAT - Pursuing Advanced TVL
- WOR - Work or Employment
- SAB - Start a business

Enrolment

#	Learner	Gender	Date of official enrolment	SHSEC	Option	Profile
1		M	02/15/21	PAT		

Steps:

6. Select the appropriate **exit program** and click **Submit** button.



SHSEC

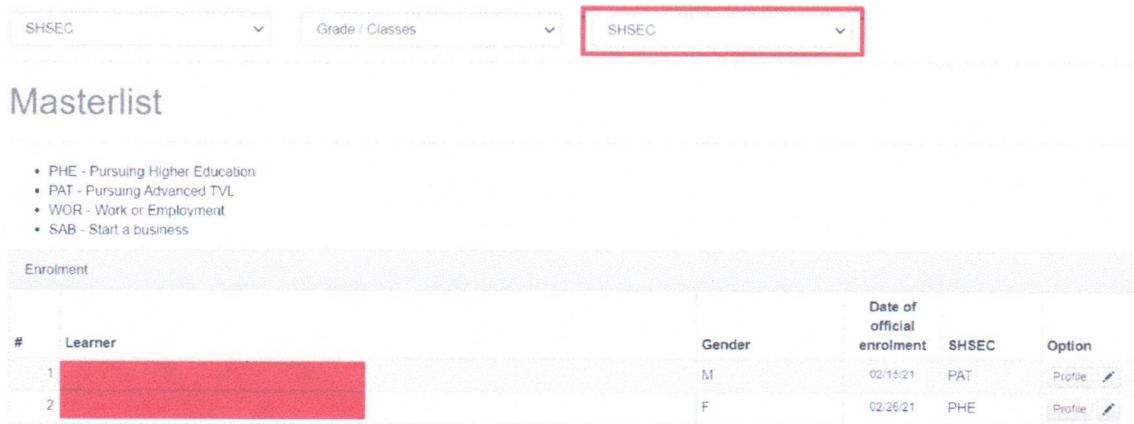
Pursuing Higher Education
Pursuing Advanced TVL
Work or Employment
Start a business

Back Not Applicable Submit

A notification message will be displayed once successfully updated.



7. To see the list of learners' who were already tagged with their respective Exit Program will be listed, click the SHSEC in the dropdown.



SHSEC

Grade / Classes

SHSEC

Masterlist

- PHE - Pursuing Higher Education
- PAT - Pursuing Advanced TVL
- WOR - Work or Employment
- SAB - Start a business

Enrolment

#	Learner	Gender	Date of official enrolment	SHSEC	Option
1		M	02/15/21	PAT	Profile
2		F	02/26/21	PHE	Profile



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY

PROGRAMS, ACTIVITIES, PROJECTS (PAPs) MONITORING TOOL

SDO/FD: Schools Division of Batanes

Monitored by:

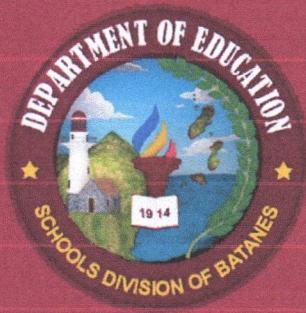
Noted:

MARCEL Y. NOGUERA
Chief Education Supervisor
School Governance & Operations Division

ALFREDO B. GUMARU JR. EdD, CESO V
Assistant Schools Division Superintendent
Schools Division Superintendent



How to Update End-of-School Year (EOSY) Status of Learners in the LIS for Elementary & Junior HS



OLIVER R. CARIASO

Planning Officer III



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 Contact No.: 09996027630; 09163509382
 Email Address: batanes@deped.gov.ph
 Facebook: facebook.com/deped.batanes

Presentation Template
 As of: Aug 10, 2020 | Page: 1

1

Login your account

Please sign in

Username
Password
<input type="button" value="Sign in"/>



[Forgot password?](#)

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

STEP#1

2

Click: LEARNER INFORMATION SYSTEM

STEP#2

3

STEP#3

4

Grade 4

A BARCELONA	29	Review & Finalize
C FAELDON	30	Review & Finalize
L GALITA	34	Review & Finalize
P ALLAN	29	Review & Finalize

Grade 5

C ABAD	23	Review & Finalize
C CORDEL	23	Review & Finalize
E MELAD SR	29	Review & Finalize
M CASTILLO	24	Review & Finalize

Grade 6

J ABAD	26	Review & Finalize
LIZARDO	26	View Enrolment
S AGUDO	28	View Enrolment
S GATO	31	Review & Finalize

↑ **Select the Grade & Section
Click REVIEW & FINALIZE**

STEP#4

5

Enrolment

#	Learner	Gender	Date of first Attendance	Status	GenAve
1		M	06/04/18		Profile
2		M	06/04/18		Profile
3		M	06/04/18		Profile
4		M	06/05/18		Profile
5		M	06/04/18		Profile
6		M	06/04/18		Profile
7		M	06/04/18		Profile
8		M	06/04/18		Profile
9		M	06/04/18		Profile
10		M	06/04/18		Profile
11		M	06/04/18		Profile
12		M	06/04/18		Profile
13		M	06/04/18		Profile
14		M	06/04/18		Profile

↑ **Click the pen symbol
beside the No Status**

STEP#5

6

Dashboard Early Registration Quick Count List of Classes Transfers 2 School Forms Data Corrections Support

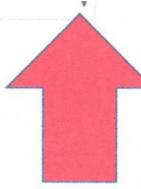
List of classes Grade 5 - C CORDEL Update status

Update Status

Status

- No status
- Arabic Language and Islamic Values Education (ALIVE)
- Conditional Cash Transfer (CCT) Recipient

Update



Click the down arrow

STEP#6

7

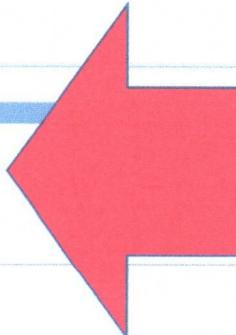
Dashboard Early Registration Quick Count List of Classes Transfers 2 School Forms Data Corrections Support

List of classes Grade 5 - C CORDEL Update status

Update Status

Status

- No status
- No longer in school
- Promoted
- Retained
- Conditionally Promoted
- Promoted with Honor
- Promoted with High Honor
- Promoted with Highest Honor



Choose the appropriate status of the learner, usually "PROMOTED"

STEP#7

8

Dashboard Early Registration Quick Count List of Classes Transfers 2 School Forms Data Corrections Support

List of classes Grade 5 - C CORDEL Update status

Update Status

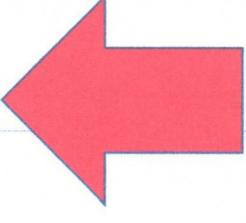
Status

No status

No status

No longer in school
Promoted
Retained
Conditionally Promoted
Promoted with Honor
Promoted with High Honor
Promoted with Highest Honor

If a learner has HONORS, choose among:
PROMOTED WITH HONOR
PROMOTED WITH HIGH HONOR
PROMOTED WITH HIGHEST HONOR



STEP#8

9

List of classes Grade 5 - C CORDEL Update status

Update Status

Status

Promoted

General Ave

Type the GENERAL AVERAGE

Honor Learner
 Arabic Language and Islamic Values Education (ALIVE)
 Conditional Cash Transfer (CCT) Recipient

Update Back



STEP#9

10

If the
learner has
honors, tick
**HONOR
LEARNER**



List of classes Grade 5 - C CORDEL Update status

Update Status

Status

Promoted

General Ave

- Honor Learner
- Arabic Language and Islamic Values Education (ALIVE)
- Conditional Cash Transfer (CCT) Recipient

Update

Back

STEP#10

11

List of classes Grade 5 - C CORDEL Update status

Update Status

Status

Promoted

General Ave

- Honor Learner
- Arabic Language and Islamic Values Education (ALIVE)
- Conditional Cash Transfer (CCT) Recipient

Update

Click
UPDATE

Back

STEP#11

12

Repeat
STEPS#5 to #11
until all learners
has been tagged

STEP#12

13

- After tagging all the learners, go back to the Masterlist of Learners

STEP#13

14

Reminder:
Please do not click FINALIZE if you have not finished updating all the status of the learners in a class/section.

Click **FINALIZE**

Masterlist
102311 - Basic Central School Dashboard Early Registration Quick Count List of Classes Transfers School Forms Data Corrections Support

Grade 5 - C Cordel Select Item

EOSY Updating is not open. Toggle Instructions

Update only the enrolment status of learners who have been:

1. retained in their current grade/year level
2. no longer in school
3. conditionally promoted

(Refer to Section IV of DepEd Order No. 23, s 2017)

As a default, learners whose enrolment status is "No Status" shall be automatically promoted.

Commit by clicking Finalize button that will appear once all EOSY enrolment conditions are met.

Masterlist

Finalize

Overview

Adviser

Summary

No of learners as of EOSY: 23

	Male	Female	Total		Male	Female	Total
Transferred	0	0	0	SGT Recipient	0	0	0
Delivered	0	0	0	SGT	0	0	0
Retained	0	0	0	SGT	0	0	0

	Male	Female	Total		Male	Female	Total
No status	14	9	23	Transferred out	0	0	0
Promoted	0	0	0				
Conditionally Promoted	0	0	0				
Retained	0	0	0				

STEP#14

15

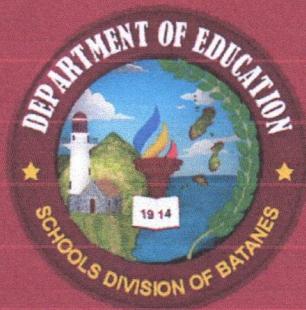
Repeat STEPS#4 to #15 until all classes/sections has been updated

STEP#15

16

You can now
download the
official SF5

STEP#16



How to Update End-of-School Year (EOSY) Status of Learners in the LIS for Kindergarten

OLIVER R. CARIASO

Planning Officer III



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1

Login your account

Please sign in

Username
Password
<input type="button" value="Sign in"/>



Forgot password?

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STEP#1

2

Click: LEARNER INFORMATION SYSTEM

STEP#2

3

STEP#3

4

Non-Graded		Kinder		Grade 1		Grade 2	
FAITH	10	BARNEY (AM)	16	CAMIA	20	DATIEW	16
SPED	Review & Finalize	SPED	Review & Finalize	SPED	Review & Finalize	SPED	Review & Finalize
HOPE	8	BARNEY (PM)	13	DAISY	23	HAPÑIT	14
SPED	Review & Finalize	SPED	Review & Finalize	SPED	Review & Finalize	SPED	Review & Finalize
LOVE	7	BUNNY (AM)	16	ORKID	27	KUYAB	16
SPED	Review & Finalize	SPED	Review & Finalize	SPED	Review & Finalize	SPED	Review & Finalize
BUNNY (PM)	12	BUTCH	18	ROSE	21	UVYIT	23
SPED	Review & Finalize	SPED	Review & Finalize	SPED	Review & Finalize	SPED	Review & Finalize

Click a REVIEW & FINALIZE

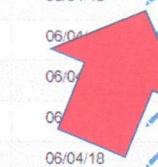


STEP#4

5

Enrolment					
#	Learner	Gender	Date of first Attendance	Status	
1		M	06/04/18	No status	
2		M	06/04/18	No status	
3		M	06/04/18	No status	
4		M	06/04/18	No status	
5		M	06/04/18	No status	
6		M	06/04/18	No status	
7		M	06/04/18	No status	
8		M	06/04/18	No status	
9		M	06/04/18	No status	
10		M	06/04/18	No status	

Click the pen symbol beside the No Status




STEP#5

6

Dashboard Early Registration Quick Count List of Classes Transfers School Forms Data Corrections Support

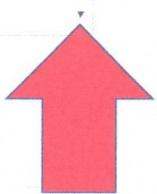
List of classes Kinder - BARNEY (AM) Update status

Update Status

Status

- No status
- Arabic Language and Islamic Values Education (ALIVE)
- Conditional Cash Transfer (CCT) Recipient

Update



Click the down arrow

STEP#6

7

Dashboard Early Registration Quick Count List of Classes Transfers School Forms Data Corrections Support

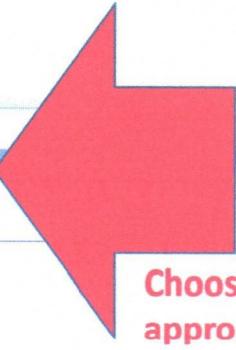
List of classes Kinder - BARNEY (AM) Update status

Update Status

Status

- No status
- No status**
- No longer in school
- Grade 1 Ready
- Needs Further Intervention

Update



Choose the appropriate status of the learner, usually "GRADE 1 READY"

Back

STEP#7

8

Type the Summative Assessment Standard Score of the Learner

Update Status

Status	
Grade 1 Ready	

Summative Assessment Standard Score

Code	Description	Min	Max
SHAD	Suggest Highly Advanced Development	130	255
SSAD	Suggest Slight Advanced Development	120	129
AD	Average Development	80	119
SSIDOD	Suggest Slight Delay in Overall Development	70	79
SSDOD	Suggest Significant Delay in Overall Development	69	0

Arabic Language and Islamic Values Education (ALIVE)
 Conditional Cash Transfer (CCT) Recipient

Update

STEP#8

9

Click UPDATE

Update Status

Status	
Grade 1 Ready	

Summative Assessment Standard Score

Code	Description	Min	Max
SHAD	Suggest Highly Advanced Development	130	255
SSAD	Suggest Slight Advanced Development	120	129
AD	Average Development	80	119
SSIDOD	Suggest Slight Delay in Overall Development	70	79
SSDOD	Suggest Significant Delay in Overall Development	69	0

Arabic Language and Islamic Values Education (ALIVE)
 Conditional Cash Transfer (CCT) Recipient

Update

STEP#9

10

Repeat
STEPS#6 to #9
until all learners
has been tagged

STEP#10

11

After tagging every
learner go back to
the Masterlist of
Learners

STEP#11

12

Overview

Adviser Kinder - BARNEY (AM) / SY 2018-2019

Summary

No of learners as of EOSY	Male			Female			Total		
	Transfer-in	0	0	0	CCT Recipient	0	0	0	
16	Repeater	0	0	0	ALIVE	0	0	0	
Male 10	Female 6								

End of School Year

	Male			Female			Total		
	Transferred out	0	0	0	Male	Female	Total		
Finalize	10	6	16	0	0	0			
Needs Further Intervention	0	0	0						

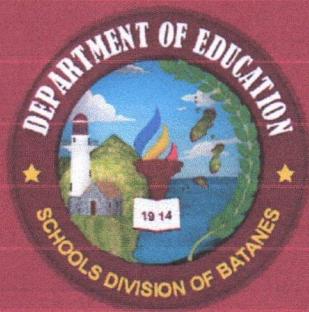
Click FINALIZE

STEP#12

Reminder:
Please do not click FINALIZE if you have not finished updating all the status of the learners in a class/section.



13



How to Update End-of-School Year (EOSY) Status of Learners in the LIS for LSEN/SPED

OLIVER R. CARIASO

Planning Officer III



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1

Login your account

Please sign in

Username
Password
<input type="button" value="Sign in"/>



Forgot password?

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

STEP#1

2

Click: LEARNER INFORMATION SYSTEM

My Account Administration

Profile View Detailed DepEd Apps

Full name

 Learner Information System
Enhanced Basic Education Information System
School Building Information System (For CO-EFD Personnel Only)
Basic Education Information System
Bayanhan 2 Basic Education System
National School Building Inventory System

Security

Password Username

Old password *

New Password *

STEP#2

3

Dashboard

Explore ▾

Today

BOSY Mar 28, SY 2018-2019 ▾

Enrolment

Overview Summary

Total Enrolment

0

Male Female
0 0

**Click
LIST OF CLASSES**

STEP#3

4

Non-Graded	Kinder	Grade 1	Grade 2
FAITH SPED	BARNEY (AM) Review & Finalize	CAMIA Review & Finalize	DATIEW Review & Finalize
HOPE SPED	BARNEY (PM) Review & Finalize	DAISY Review & Finalize	HAPÑIT Review & Finalize
LOVE SPED	BUNNY (AM) Review & Finalize	ORKID Review & Finalize	KUYAB Review & Finalize
	BUNNY (PM) Review & Finalize	ROSE Review & Finalize	VUYIT Review & Finalize
	BUTCH Review & Finalize		

Click a SPED/LSEN Class/Section

STEP#4

5

Enrolment				
#	Learner	Gender	Date of first Attendance	Status
1		M	06/04/18	No status
2		M	06/04/18	No status
3		M	06/04/18	No status
4		M	06/04/18	No status
5		M	06/04/18	No status
6		M	06/04/18	No status
7		M	06/04/18	No status
8		M	06/04/18	No status
9		M	06/04/18	No status
1		F	06/04/18	No status

Click the pen symbol beside the No Status

STEP#5

6

Dashboard Early Registration Quick Count List of Classes Transfers School Forms Data Corrections Support

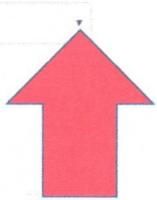
List of classes Non-Graded - FAITH Update status

Update Status

Status

- No status
- Arabic Language and Islamic Values Education (ALIVE)
- Conditional Cash Transfer (CCT) Recipient

Update



Click the down arrow

STEP#6

7

List of classes Non-Graded - FAITH Update status

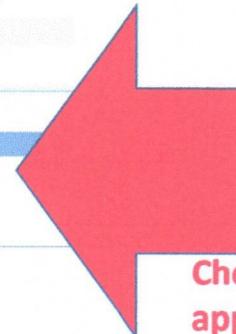
Update Status

Status

- No status
- No status**
- No longer in school
- Promoted
- Retained
- Conditionally Promoted

Update

Back



Choose the appropriate status of the learner, usually "PROMOTED"

STEP#7

8

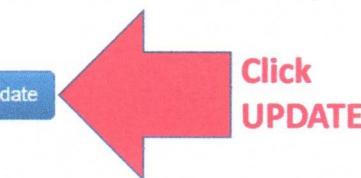
List of classes / Non-Graded - FAITH / Update status

Update Status

Status

Promoted

Arabic Language and Islamic Values Education (ALIVE)
 Conditional Cash Transfer (CCT) Recipient

Update  Click UPDATE Back

STEP#8

9

Repeat
STEPS#5 to #8
until all learners has
been tagged

STEP#9

10

After tagging every learner go back to the Masterlist of Learners

STEP#10

11

Overview

Adviser SPED Non-Graded - FAITH / SY 2018-2019

Summary

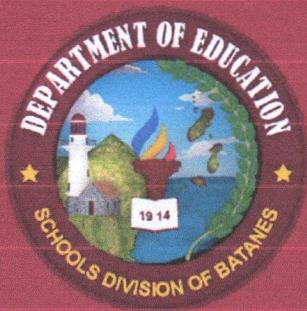
No of learners as of EOSY	Male			Female			Total			Male			Female			Total		
	Transfer-in	0	0	0	CCT Recipient	0	0	0	ALIVE	0	0	0	ADM	0	0	0		
10	Transfer-in	0	0	0	CCT Recipient	0	0	0	ALIVE	0	0	0	ADM	0	0	0		
Male Female	9 1																	

End of School Year

	Male	Female	Total		Male	Female	Total
Finalize	9	1	10	Transferred out	0	0	0
Click FINALIZE	0	0	0	Reminder:			
Promoted	0	0	0	Please do not click FINALIZE if you have not finished updating all the status of the learners in a class/section.			
Retained	0	0	0				

STEP#11

12



How to Update End-of-School Year (EOSY) Status of Learners in the LIS for Senior HS

OLIVER R. CARIASO

Planning Officer III



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 Contact No.: 09996027630; 09163509382
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1

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Please sign in

Username
Password
<input type="button" value="Sign in"/>



[Forgot password?](#)

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

STEP#1

2

Click: LEARNER INFORMATION SYSTEM

My Account Administration

Profile View Details DepEd Apps

Full name: Jovencio Gabito Loreto

Learner Information System
Enhanced Basic Education Information System
School Building Information System (For CO - EFD Personnel Only)
Basic Education Information System
Bayanihan 2 Basic Education System
National School Building Inventory System

Security

Old password * New Password *

STEP#2

3

Dashboard

Dashboard Early Registration Quick Count List of Classes Transfers 5 School Forms Senior high school Data Corrections Support

Explore +

Today

Enrolment Overview Summary

Total Enrolment
0
Male: 0 Female: 0

Click SENIOR HIGH SCHOOL

STEP#3

4

2

Learner Information System

Senior high school

Overview

1st Semester

Enrolment 348

List of Classes 1

2nd Semester

Enrolment 347

List of Classes 11

Support

Senior high school overview

Click First Semester LIST OF CLASSES

SY 2018 - 2019

End of SY 2018 - 2019 Summary

For guidelines, please download DepEd Order 23, s. 2017.

	Grade 11			Grade 12		
	M	F	T	M	F	T
1st semester						
No status	0	0	0	0	0	0
Completer	96	85	180	80	77	157
Incomplete	5	0	5	5	1	6
	Finalize & Submit					

STEP#4

5

Learner Information System

Senior high school

Overview

1st Semester

Enrolment 348

List of Classes 11

2nd Semester

Enrolment 347

List of Classes 11

Senior high school class list 1st semester

SY 2018 - 2019 1st semester senior high enrolment is not open for encoding.

SY 2018 - 2019 class list

School Form ▾

11 unfinished classes remaining.

Make sure you're working for the 1st Semester

Enrolment

#	Program	Grade level	Section name	M	F	T	Review & Finalize	School Form ▾
1	Academic Track Accountancy, Business, and Management	11	AGUADA	10	14	24	Review & Finalize	School Form ▾
2	Academic Track General Academic Strand	11	ACACIO	20	12	32	Review & Finalize	School Form ▾
3	Academic Track General Academic Strand	11	ADALID	19	14	33	Review & Finalize	School Form ▾
4	Academic Track General Academic Strand	12	BARCELONA	18	18	36	Review & Finalize	School Form ▾
5	Academic Track General Academic Strand	12	DE GUZMAN	16	16	32	Review & Finalize	School Form ▾

Click REVIEW & FINALIZE

STEP#5

6

Senior high school enrolment 1st Semester

SY 2018 - 2019: 1st semester senior high enrolment is not open for encoding

Class name
AGUADA
Program
Accountancy, Business, and Management

SY 2018 - 2019 enrolment masterlist

Grade 11 & 12 | Grade 11 | Grade 12

G11 - AGUADA

Make sure that the
status of every
learner is
“COMPLETER”

Finalize Class

#	LRN	Name	Gender	Program	Class assignment	Status	Date of first attendance	View profile	Update status
1			M	Accountancy, Business, and Management 1	Grade 11 AGUADA	Completer	06/04/2018	View profile	Update status
2			M	Accountancy, Business, and Management 1	Grade 11 AGUADA	Completer	06/04/2018	View profile	Update status
3			F	Accountancy, Business, and Management 1	Grade 11 AGUADA	Completer	06/04/2018	View profile	Update status
4			F	Accountancy, Business, and Management 1	Grade 11 AGUADA	Completer	06/04/2018	View profile	Update status
5			M	Accountancy, Business, and Management 1	Grade 11 AGUADA	Completer	06/04/2018	View profile	Update status
6			F	Accountancy, Business, and Management 1	Grade 11 AGUADA	Completer	06/04/2018	View profile	Update status

STEP#6

7

SY 2018 - 2019 enrolment masterlist

Grade 11 & 12 | Grade 11 | Grade 12

G11 - AGUADA

Click
FINALIZE
CLASS

Finalize Class

STEP#7

8

Repeat
STEPS#8 to #10
until all sections has
been **FINALIZED**

STEP#8

9

**REMEMBER THAT YOU CANNOT
PROCEED TAGGING STATUS IN THE
SECOND SEMESTER WITHOUT
FINALIZING ALL THE
CLASSES/SECTIONS IN THE FIRST
SEMESTER**

10

Account | Logout

Senior high school

Overview

1st Semester

Enrolment 348

List of Classes 11

2nd Semester

Enrolment 347

List of Classes 11

Click LIST OF CLASSES 2nd Semester

SY: 1st Semester

School Form ▾

Senior high school class list 1st semester

SY 2018 - 2019 1st semester senior high enrollment is not open for encoding.

#	Program	Grade level	Section name	Enrolment			Review & Finalize	School Form ▾
				M	F	T		
1	Academic Track Accountancy, Business, and Management	11	AGUADA	10	14	24		
2	Academic Track General Academic Strand	11	ACACIO	20	12	32	Review & Finalize	School Form ▾
3	Academic Track General Academic Strand	11	ADALID	19	14	33	Review & Finalize	School Form ▾
4	Academic Track General Academic Strand	12	BARCELONA	16	18	34	Review & Finalize	School Form ▾

STEP#9

11

Senior high school class list 2nd semester

SY 2018 - 2019 class list

School Form ▾

Click ENROLMENT

2nd Semester

Add class

#	Program	Grade level	Section name	Enrolment			Enrol	Enrolment Edit	School Form ▾
				M	F	T			
1	Academic Track Accountancy, Business, and Management	11	AGUADA	10	14	24			
2	Academic Track General Academic Strand	11	ACACIO	20	12	32	Enrol	Enrolment Edit	School Form ▾
3	Academic Track General Academic Strand	11	ADALID	19	14	33	Enrol	Enrolment Edit	School Form ▾
4	Academic Track General Academic Strand	12	BARCELONA	16	17	33	Enrol	Enrolment Edit	School Form ▾
5	Academic Track General Academic Strand	12	DE GUZMAN	16	16	32	Enrol	Enrolment Edit	School Form ▾
6	Academic Track General Academic Strand	12	FAELDON	16	15	31	Enrol	Enrolment Edit	School Form ▾

STEP#10

12

#	LRN	Name	Gender	Program	Class assignment	Status	Date of first attendance	
1			M	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018	View profile Update status
2			M	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018	View profile Update status
3			F	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018	View profile Update status
4			F	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018	View profile Update status
5			M	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018	View profile Update status
6			F	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018	View profile Update status
7			F	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018	View profile Update status

STEP#11

13



300411 / Region II / Batanes

SY

Update Status 2nd semester

Learner
Program Accountancy, Business, and Management
Class GRADE 11 - AGUADA
Date of first attendance 10/29/2018

Status

No status

[Update](#)

Click the
arrow down

STEP#12

14



300411 / Region II / Batanes

SY

Update Status 2nd semester

Learner
 Program Accountancy, Business, and Management
 Class GRADE 11 - AGUADA
 Date of first attendance 10/29/2018

Status

No status
No status
 No longer in school
 Completer
 Incomplete

Select the appropriate status for the learner, usually "COMPLETER"

STEP#13

15



300411 / Region II / Batanes

Update Status 2nd semester

Learner
 Program Accountancy, Business, and Management
 Class GRADE 11 - AGUADA
 Date of first attendance 10/29/2018

Status

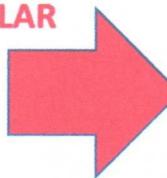
Completer

Program status

Regular
 Irregular

Update

Click
REGULAR



STEP#14

16



300411 / Region II / Batanes

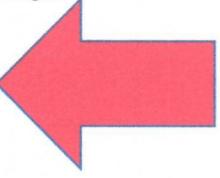
Update Status 2nd semester

Learner Program Accountancy, Business, and Management
Class GRADE 11 - AGUADA
Date of first attendance 10/29/2018

Status

 Completer

Program status

 Regular Irregular
Click
UPDATE**STEP#15**

17

Repeat
STEPS#13 to #15
until all learners
has been tagged

STEP#16

18

After tagging every learner go back to the Masterlist of Learners

STEP#17

19

Senior high school enrolment 2nd Semester

Class name
AGUADA
Program
Accountancy, Business, and Management

SY 2018 - 2019 enrolment masterlist

Grade 11 & 12 | Grade 11 | Grade 12

G11 - AGUADA

Reminder:
Please do not click FINALIZE CLASS if you have not finished updating all the status of the learners in a class/section.

[Enrol Learner](#) [Finalize Class](#)

#	LRN	Name	Gender	Program	Class assignment	Status	Date of first attendance
1			M	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018
2			M	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018
3			F	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018
4			F	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018

**Click
FINALIZE
CLASS**

STEP#18

20

Repeat
STEPS#12 to #18
until all classes/
sections has been
FINALIZED

STEP#15