



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



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Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
Facebook: [facebook.com/deped.batanes](https://facebook.com/deped.batanes)



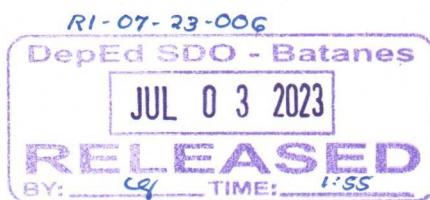
Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>1</b>

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/mjn/orc



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Facebook: [facebook.com/deped.batanes](https://facebook.com/deped.batanes)



Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>2</b>



# Tagging of SHSEC

## Reminders:

- This tagging facility is only available for Grade 12 learners enrolled in 2<sup>nd</sup> 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

**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.

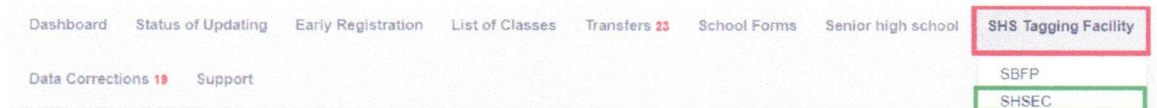
DepEd Apps

Enhanced Basic Education Information System

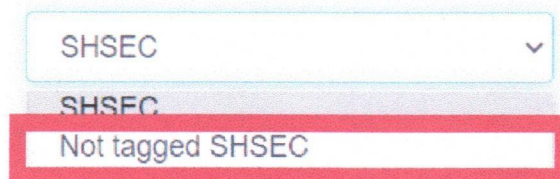
School Building Information System (For CO - EFD Personnel Only)

## Steps:

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



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




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

## Masterlist

Click on the icon next to the learner's name to update the learner's profile. The icon is a pencil icon. The icon is located next to the learner's name in the table.

- 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 



## 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.

Learner 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**

Programs/ Activities/ Projects	Annual Allotment (PhP)	Source of Fund	Planned/Conducted Activities along the PAP	Linked to...? (K.I.T.E.) K to 12 curr. Revision/ update I - mprovement of learning environment T - eachers' upskilling/ reskilling E - ngagement of stakeholders	Time frame	Target (for Col 4) (7)		Accomplishments (8)		Variance (Gain/Gap) (9)		Remarks	Recommendation (Drop, Carry-over, Modify, Replace)
						Physi cal	Financial	Physi cal	Financial	Physi cal	Financial		
						Q__	Q__	Q__	Q__	Q__	Q__		
(1)	(2)	(3)	(4)	(5)	(6)	(7a)	(7b)	(8a)	(8b)	(9a)	(9b)	(10)	(11)
Program Management Information Sytem	- n o n e -	N/A	Monitoring the utilization & provision of technical assistance to program owners with sub-ARO in the PMIS	I	Q2	3	- n o n e -	3	- n o n e -	0	- n o n e -		


Monitored by:

Noted:

**MARCIAL Y. NOGUERA**  
Chief Education Supervisor  
School Governance & Operations Division

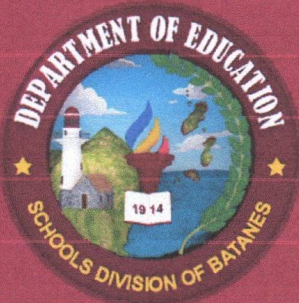
**ALFREDO B. GUMARU JR. EdD, CESO V**  
Assistant Schools Division Superintendent  
Schools Division Superintendent





# 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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Facebook: [facebook.com/deped.batanes](https://facebook.com/deped.batanes)


Presentation Template

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1

## Login your account

Please sign in



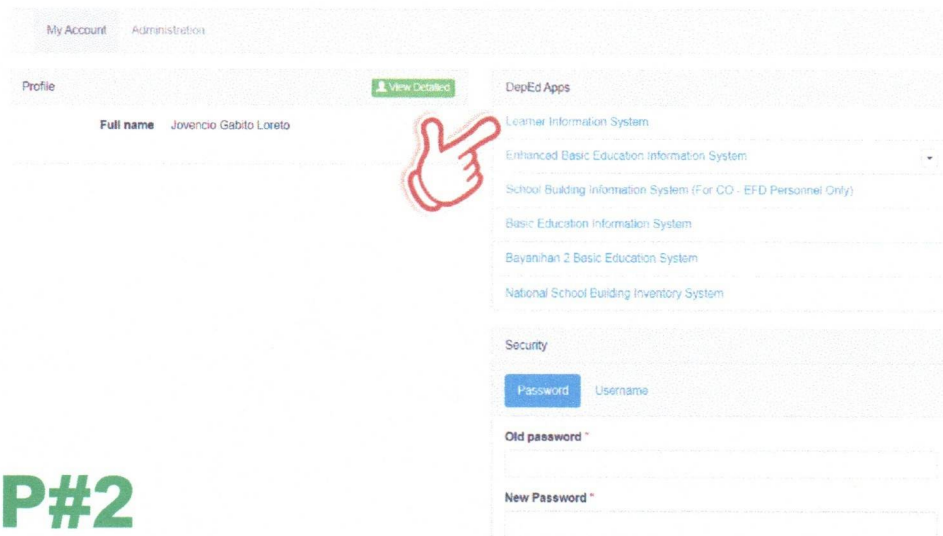
**Forgot password?**

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](#)

Full name Jovencio Gabito Loreto

DepEd Apps

- 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

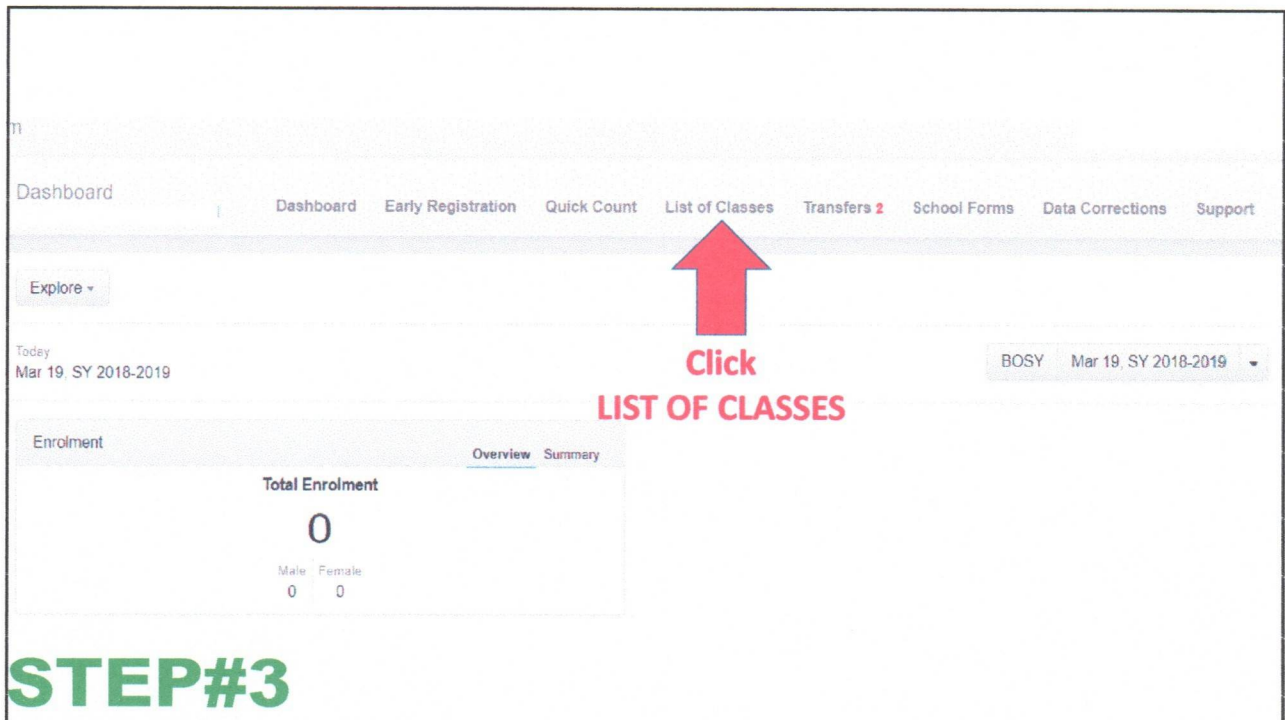
[Password](#) [Username](#)

Old password \*

New Password \*

# STEP#2

3



Dashboard

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

Explore ▾

Today  
Mar 19, SY 2018-2019

BOSY Mar 19, SY 2018-2019 ▾

Enrolment [Overview](#) [Summary](#)

Total Enrolment

0

Male Female

0 0

**Click  
LIST OF CLASSES**

# 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 28 [Review & Finalize](#)
- LIZARDO 28 [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	No status	Profile
2		M	06/04/18	No status	Profile
3		M	09/04/18	No status	Profile
4		M	09/05/18	No status	Profile
5		M	09/04/18	No status	Profile
6		M	09/04/18	No status	Profile
7		M	06/04/18	No status	Profile
8		M	06/04/18	No status	Profile
9		M	06/04/18	No status	Profile
10		M	09/04/18	No status	Profile
11		M	06/04/18	No status	Profile
12		M	09/04/18	No status	Profile
13		M	09/04/18	No status	Profile
14		M	09/04/18	No status	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

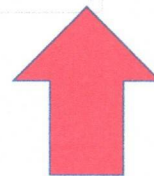
**Status**

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 status

No longer in school

Promoted

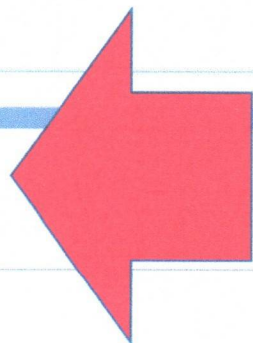
Retained

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



DashboardEarly RegistrationQuick CountList of ClassesTransfers 2School FormsData CorrectionsSupport

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

☐ Honor Learner

☐ Arabic Language and Islamic Values Education (ALIVE)

☐ Conditional Cash Transfer (CCT) Recipient

Update

Back

Type the  
**GENERAL  
AVERAGE**

STEP#9

10

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**

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

**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** **Back**

**Click UPDATE**

**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**

**STEP#14**

Masterlist  
102311 - Eady Central School

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

Grade 5 - C Cordell Select Item

EDSY Updating is now open. Toggle Instructions

Update only the enrollment 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 who's enrollment status is "No Status" shall be automatically promoted.

Control by clicking Finalize button that will appear once all EDSY enrollment conditions are met.

Masterlist [Finalize](#)

Overview of Adviser

Summary

No of learners as of EDSY	Male	Female	Total
23			
Male	14		
Female		9	
Total	14	9	23

Finalize

	Male	Female	Total
Transferred	0	0	0
Enrolled	0	0	0
Referred	0	0	0

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

15

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


**STEP#15**

16

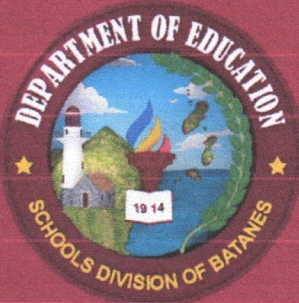
You can now  
download the  
official SF5

**STEP#16**






**DepED**  
DEPARTMENT OF EDUCATION



DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OF BATANES

## 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



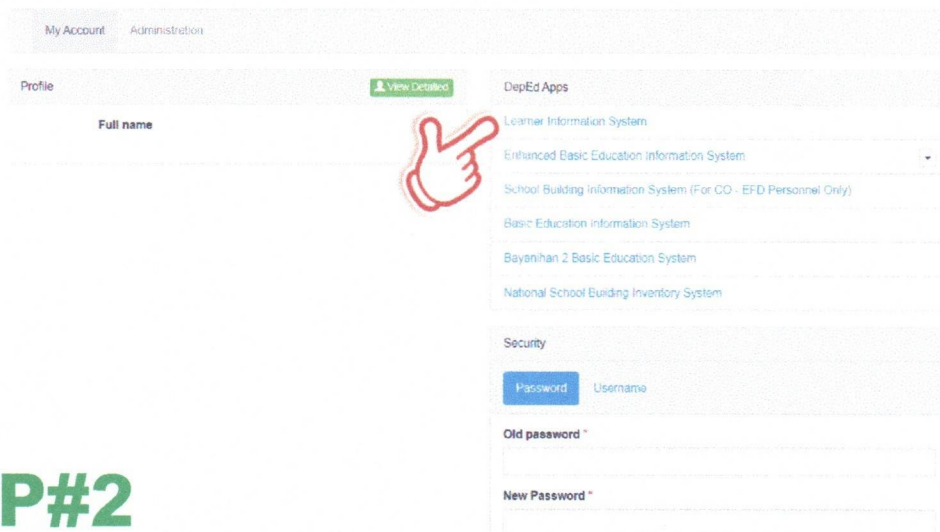
Forgot password?

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](#)

Full name

DepEd Apps

- 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

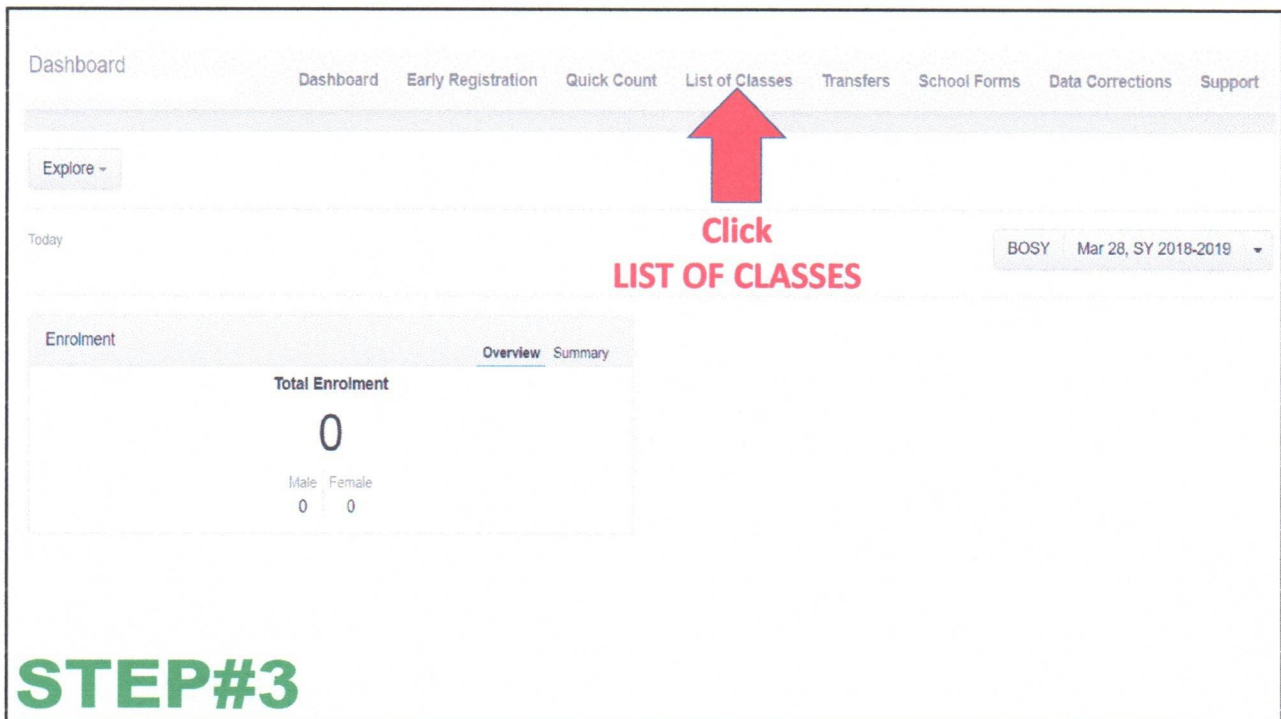
Password Username

Old password \*

New Password \*

### STEP#2

3



Dashboard

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

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**

FAITH	10	Review & Finalize
SPED		
HOPE	8	Review & Finalize
SPED		
LOVE	7	Review & Finalize
SPED		

**Kinder**

BARNEY (AM)	16	Review & Finalize
BARNEY (PM)	13	Review & Finalize
BUNNY (AM)	16	Review & Finalize
BUNNY (PM)	12	Review & Finalize
BUTCH	18	Review & Finalize

**Grade 1**

CAMIA	20	Review & Finalize
DAISY	23	Review & Finalize
ORKID	21	Review & Finalize
ROSE	21	Review & Finalize

**Grade 2**

DATIEW	16	Review & Finalize
HAPNIT	14	Review & Finalize
KUYAB	16	Review & Finalize
VUYIT	23	Review & Finalize

**Click a REVIEW & FINALIZE**

## STEP#4

5

**Enrolment**

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

**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

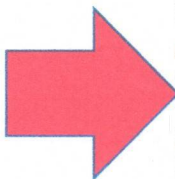
**Choose the appropriate status of the learner, usually "GRADE 1 READY"**

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

List of classes: Kinder - BARNEY (AM) / Update status

### Update Status

Status: Grade 1 Ready

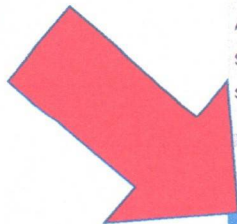
Summative Assessment Standard Score: 150

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**

**Click 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		Male	Female	Total
16	Transfer-in	0	0	0	CCT Recipient	0	0
	Repeater	0	0	0	ALIVE	0	0
Male: 10 Female: 6							


End of School Year

Click **FINALIZE**

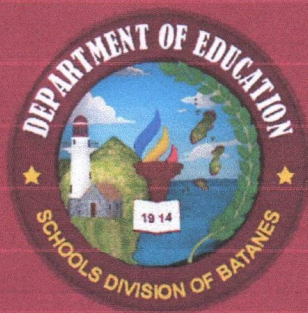
Finalize	Male	Female	Total		Male	Female	Total
Finalize	10	6	16	Transferred out	0	0	0
	0	0	0				
Needs Further Intervention	0	0	0				

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

# STEP#12




**DepED**  
DEPARTMENT OF EDUCATION



DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OF BATANES

## 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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Contact No.: 09996027630; 09163509382  
Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
Facebook: [facebook.com/deped.batanes](https://facebook.com/deped.batanes)

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1

## Login your account

Please sign in



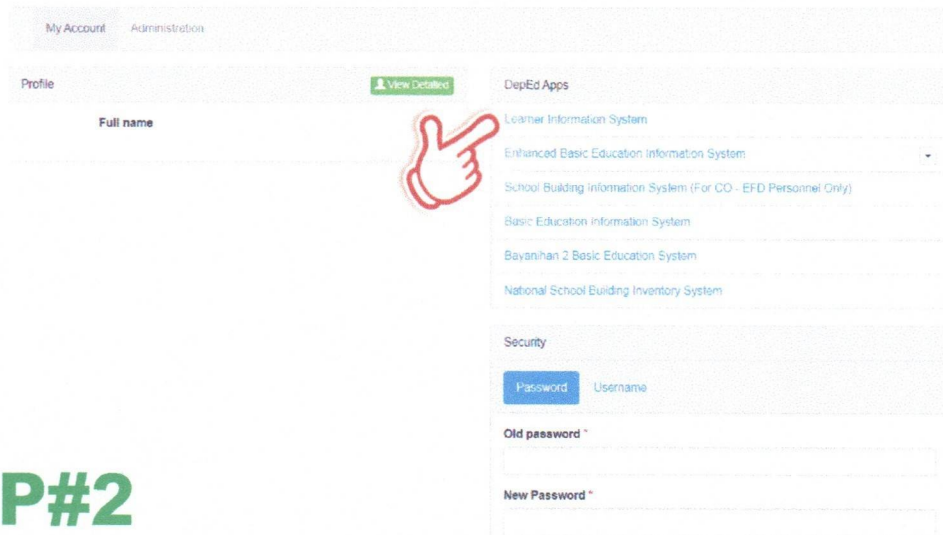
**Forgot password?**

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](#)

Full name

DepEd Apps

- 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

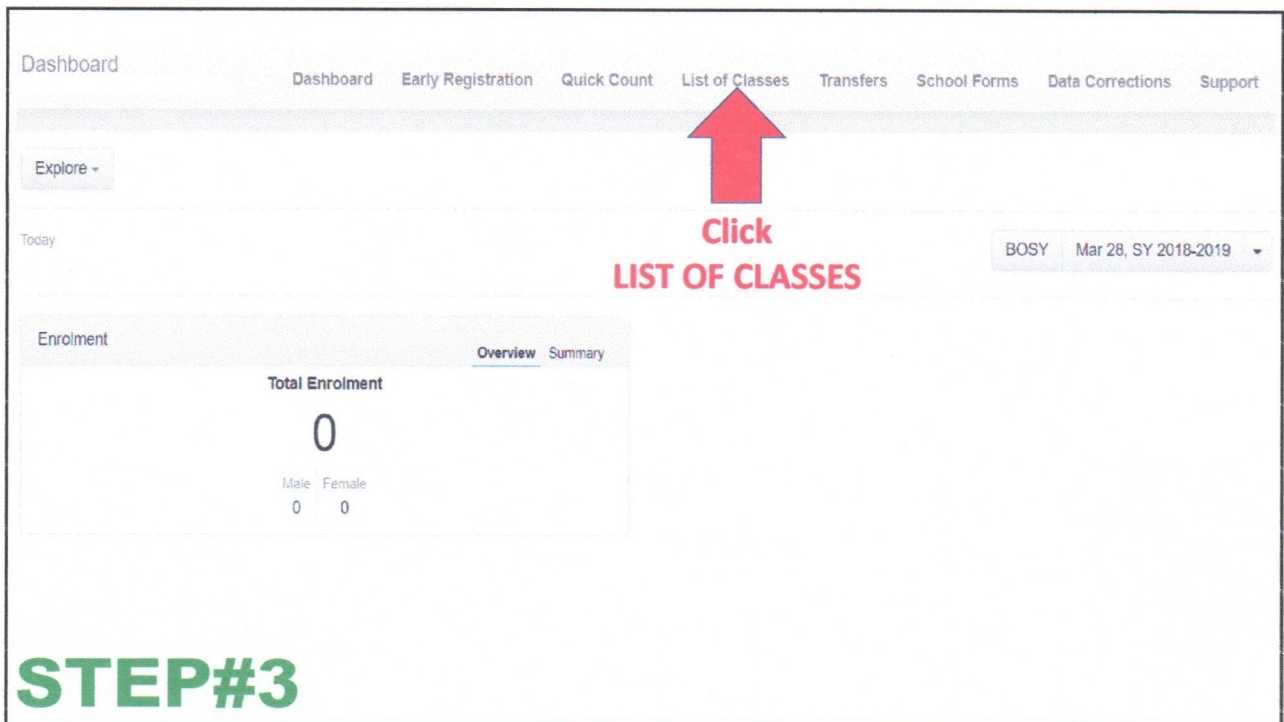
Password Username

Old password \*

New Password \*

### STEP#2

3



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

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

FAITH 10  
SPED Review & Finalize

HOPE 8  
SPED Review & Finalize

LOVE 7  
SPED Review & Finalize

Kinder

BARNEY (AM) 16  
Review & Finalize

BARNEY (PM) 13  
Review & Finalize

BUNNY (AM) 16  
Review & Finalize

BUNNY (PM) 12  
Review & Finalize

BUTCH 18  
Review & Finalize

Grade 1

CAMIA 20  
Review & Finalize

DAISY 23  
Review & Finalize

ORKID 27  
Review & Finalize

ROSE 21  
Review & Finalize

Grade 2

DATIEW 16  
Review & Finalize

HAPNIT 14  
Review & Finalize

KUYAB 15  
Review & Finalize

VUYIT 23  
Review & Finalize

**Click a SPED/LSEN Class/Section**

## STEP#4

5

Enrolment

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

**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

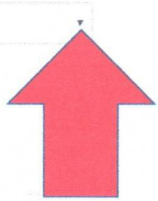
**Status**

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

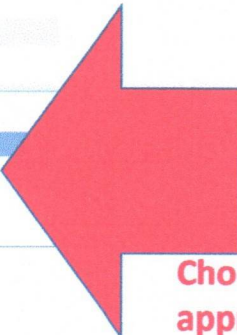
Promoted

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](#)

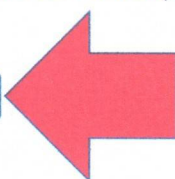
## Update Status

**Status**

Promoted ▼

☐ Arabic Language and Islamic Values Education (ALIVE)

☐ Conditional Cash Transfer (CCT) Recipient

 **Click  
UPDATE**

**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
10 Male: 9 Female: 1	Transfer-in	0	0	0	CCT Recipient	0	0
	Balik-aral	0	0	0	ALIVE	0	0
	Repeater	0	0	0	ADM	0	0

End of School Year


	Male	Female	Total		Male	Female	Total
Finalize	9	1	10	Transferred out	0	0	0
Promoted	0	0	0				
Retained	0	0	0				

**Click FINALIZE**

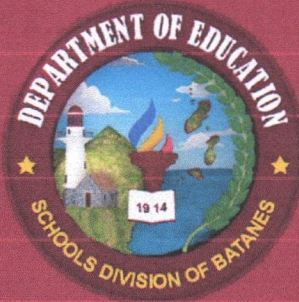
**Reminder:**  
Please do not click FINALIZE if you have not finished updating all the status of the learners in a class/section.

## STEP#11

12




**DepED**  
DEPARTMENT OF EDUCATION



DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OF BATANES

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

**OLIVER R. CARIASO**  
Planning Officer III



Address: Basco, Batanes, 3900  
Contact No.: 09996027630; 09163509382  
Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
Facebook: [facebook.com/deped.batanes](https://facebook.com/deped.batanes)


Presentation Template

An of:	Aug 10, 2020	Page: 1
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1

## Login your account

Please sign in



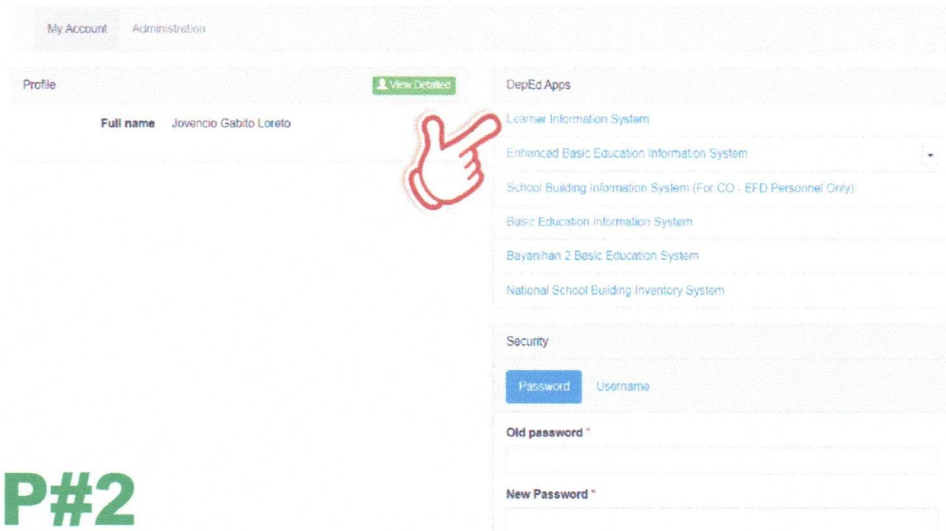
**Forgot password?**

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](#)

Full name Jovencio Gabito Loreto

DepEd Apps

- 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

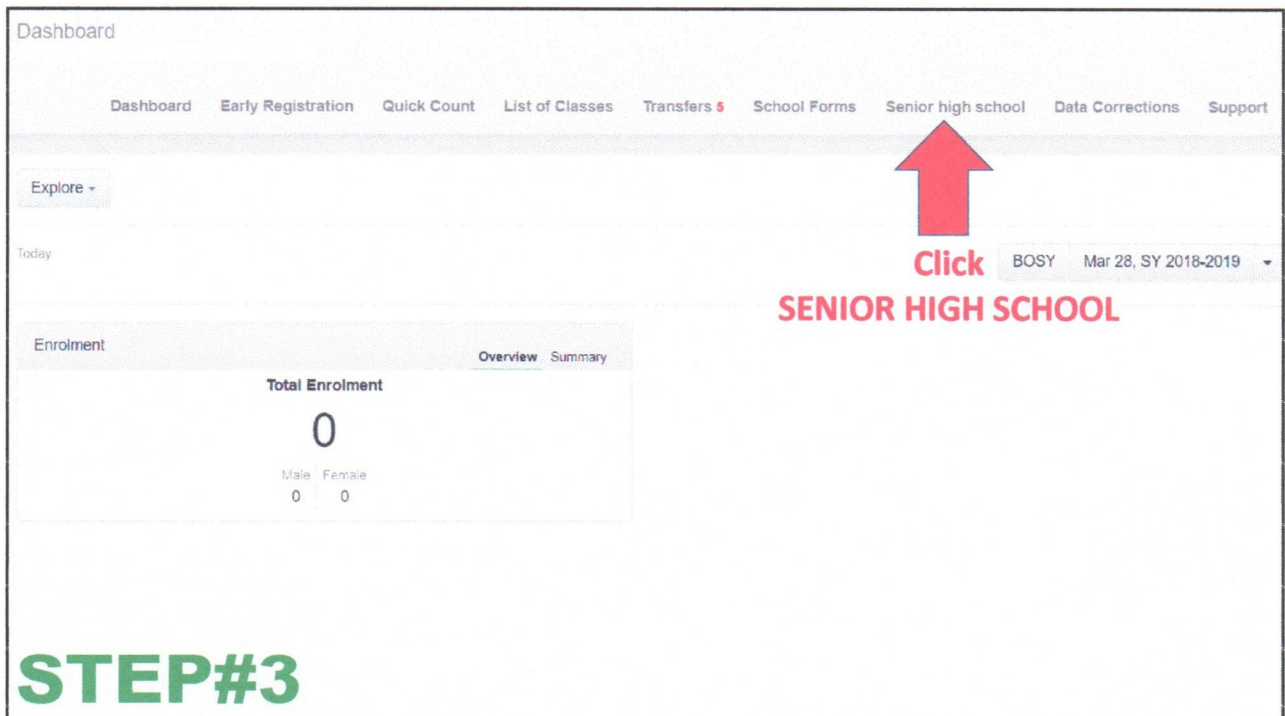
[Password](#) [Username](#)

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 Female

0 0

**Click** BOSY Mar 28, SY 2018-2019

**SENIOR HIGH SCHOOL**

# STEP#3

4



DepEd Learner Information System

Account | Logout

Senior high school

Overview

1st Semester

Enrollment 348

List of Classes 11

2nd Semester

Enrollment 347

List of Classes 11

Support

Senior high school overview

SY 2018 - 2019

Click First Semester LIST OF CLASSES

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	95	85	190	80	77	157
Incomplete	5	0	5	5	1	6

Finalize & Submit

## STEP#4

5

DepEd Learner Information System

Account | Logout

Senior high school

Overview

1st Semester

Enrollment 348

List of Classes 11

2nd Semester

Enrollment 347

List of Classes 11

Support

Senior high school class list 1st semester

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

SY 2018 - 2019 class list

School Form

11 unfinalized classes remaining

#	Program	Grade level	Section name	Enrollment			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		
3	Academic Track General Academic Strand	11	ADALID	19	14			
4	Academic Track General Academic Strand	12	BARCELONA	15	16			
5	Academic Track General Academic Strand	12	DE GUZMAN	16	16			

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

Make sure that the  
status of every  
learner is  
"COMPLETER"

SY 2018 - 2019 enrolment masterlist

Grade 11 &amp; 12 | Grade 11 | Grade 12

G11 - AGUADA

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

STEP#6

7

SY 2018 - 2019 enrolment masterlist

Grade 11 &amp; 12 | Grade 11 | Grade 12

G11 - AGUADA

Click  
FINALIZE  
CLASS

Finalize Class

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

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

300411 / Region II / Batanes

Senior high school

Overview

1st Semester

Enrollment 348

List of Classes 11

2nd Semester

Enrollment 347

List of Classes 11

**Click LIST OF CLASSES 2nd Semester**

### Senior high school class list 1st semester

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

SY: 1st Semester

School Form ▼

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

## STEP#9

11

### Senior high school class list 2nd semester

SY 2018 - 2019 class list

School Form ▼

**Click ENROLMENT**

[Add class](#)

#	Program	Grade level	Section name	Enrolment				
				M	F	T		
1	Academic Track Accountancy, Business, and Management	11	AGUADA	10	14	24	<a href="#">Enrol</a> <a href="#">Enrolment</a> <a href="#">Edit</a>	<a href="#">School Form ▼</a>
2	Academic Track General Academic Strand	11	ACACIO 1 pending transfers 3 set program status	20	12	32	<a href="#">Enrol</a> <a href="#">Enrolment</a> <a href="#">Edit</a>	<a href="#">School Form ▼</a>
3	Academic Track General Academic Strand	11	ADALID	19	14	33	<a href="#">Enrol</a> <a href="#">Enrolment</a> <a href="#">Edit</a>	<a href="#">School Form ▼</a>
4	Academic Track General Academic Strand	12	BARCELONA 2 set program status	16	17	33	<a href="#">Enrol</a> <a href="#">Enrolment</a> <a href="#">Edit</a>	<a href="#">School Form ▼</a>
5	Academic Track General Academic Strand	12	DE GUZMAN 1 set program status	16	16	32	<a href="#">Enrol</a> <a href="#">Enrolment</a> <a href="#">Edit</a>	<a href="#">School Form ▼</a>
6	Academic Track General Academic Strand	12	FAELDON 3 set program status	16	15	31	<a href="#">Enrol</a> <a href="#">Enrolment</a> <a href="#">Edit</a>	<a href="#">School Form ▼</a>

## 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	<a href="#">View profile</a> <a href="#">Update status</a>
2			M	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018	<a href="#">View profile</a> <a href="#">Update status</a>
3			F	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018	<a href="#">View profile</a> <a href="#">Update status</a>
4			F	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018	<a href="#">View profile</a> <a href="#">Update status</a>
5			M	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018	<a href="#">View profile</a> <a href="#">Update status</a>
6			F	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018	<a href="#">View profile</a> <a href="#">Update status</a>
7			F	Accountancy, Business, and Management 1	Grade 11 AGUADA	No status	10/29/2018	<a href="#">View profile</a> <a href="#">Update status</a>

**Click 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

**Click REGULAR**

**Update**

## STEP#14

16



300411 / Region II / Batanes

### Update Status 2nd semester

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

**Status**

Completer

**Program status**

☒ Regular ☐ Irregular

[Update](#)

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

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

SY 2018 - 2019 enrolment masterlist

Grade 11 & 12 | Grade 11 | Grade 12

G11 - AGUADA

#	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	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

Enroll Learner Finalize Class

**Click FINALIZE CLASS**

## STEP#18

20

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

**STEP#15**