Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City

DepED

June 8, 2016

DIVISION MEMORANDUM
No. _274_ , s. 2016

SENIOR HIGH SCHOOL ENROLMENT OF LEARNERS IN PRIVATE SCHOOLS, HIGHER EDUCATION INSTITUTION, STATE UNIVERSITIES AND COLLEGES AND LOCAL UNIVERSITIES AND COLLEGES IN THE LEARNER INFORMATION SYSTEM FOR BEGINNING OF THE SCHOOL YEAR 2016 - 2017

TO : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Public Secondary School Heads
Heads, Private Secondary Schools
Heads, Private and State Universities and Colleges

1.   Attached is DepEd No. 34 s. 2016, entitled, **SENIOR HIGH SCHOOL ENROLMENT OF LEARNERS IN PRIVATE SCHOOLS, HIGHER EDUCATION INSTITUTION, STATE UNIVERSITIES AND COLLEGES AND LOCAL UNIVERSITIES AND COLLEGES IN THE LEARNER INFORMATION SYSTEM FOR BEGINNING OF THE SCHOOL YEAR 2016 – 2017,** for your reference and guidance.

2.   This Office also reminds the school heads of the submission of enrolment report every Friday as stated in the earlier issuance of this Office.

3.   Immediate dissemination and strict compliance of this Memorandum is directed.

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Schools Division Superintendent

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03 JUN 2016

DepEd O R D E R
No. 34 , s. 2016

SENIOR HIGH SCHOOL ENROLMENT OF LEARNERS IN PRIVATE SCHOOLS, HIGHER EDUCATION INSTITUTION, STATE UNIVERSITIES AND COLLEGES AND LOCAL UNIVERSITIES AND COLLEGES IN THE LEARNER INFORMATION SYSTEM FOR BEGINNING OF SCHOOL YEAR 2016-2017

To: Undersecretaries
        Assistant Secretaries
        Bureau and Service Directors
        Regional Secretary, ARMM
        Regional Directors
        School Division Superintendents
        Public and Private Elementary and Secondary Schools Heads
        All Others Concerned

1.   The Department of Education (DepEd) issues the enclosed **Procedures on Encoding and Data Processing for the Senior High School (SHS) of Learners in Private Schools, Higher Education Institutions (HEIs), State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) in the Learner Information System (LIS) for Beginning of School Year (SY) 2016-2017**.

2.   This DepEd Order aims to provide guidance to all concerned schools in the setting up of LIS accounts and enrolment of SHS learners in the system.

3.   The first year of implementation of the SHS will commence this SY 2016-2017. It covers the last two years of the K to 12 Basic Education cycle which includes Grades 11 and 12. Learners of SHS will go through a core curriculum and subjects under a track of their choice.

4.   Encoding of learner's profile in the LIS for Private Schools, HEIs, SUCs and LUCs will start on **June 6, 2016**. All school heads are directed to register and enrol their learners in the LIS through the website address **http://lis.deped.gov.ph** and ensure that the data encoded are complete and accurate.

5.   The SDOs, through the SGOD - Planning and Research Unit in collaboration with the Division IT Officer, shall provide user accounts to private schools, HEIs, SUCs and LUCs which do not have access to the LIS.

6.   Online instructional videos and materials on the LIS can be accessed through the link **http://tinyurl.com/LIS-support**.

7.   Cut-off date of encoding will be on **August 31, 2016**.

8.   Immediate dissemination and strict compliance with this Order is directed.

BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:
   As stated

References:
   DepEd Order Nos. 39, 26, and 19, s. 2015

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

      DATA
      FORMS
      POLICY
      PUPILS
      SCHOOLS
      STRAND: Strategic Management
      STUDENTS

Madel: DO SHS Enrolment of Learners in Private Schools
0396-June 3, 2016

PROCEDURES IN THE ENCODING AND PROCESSING OF DATA

1. The SHS Enrolment Form (Annex) gathered during enrolment shall be used to update learner's profile. Online updating of learner's basic profile and enrolment status through the Learner Information System (LIS) will be made available by **June 6, 2016.**

   a. Learners/Enrolees wil accomplish and submit SHS Enrolment Form (**Annex**) to class adviser.

   b. School Head and/or School Registrar will encode learner's profile to the LIS.

   c. In the enroling through the LIS, the school head or school registrar searches and retrieves the learner record.

      i. If a learner record does not exist, encoder selects from a dropdown list of reasons, why the Grade 11 learner does not exist in the LIS. Reasons for exception are any of the following:
         -From School Abroad (encode also the school name and country where the learner attended Junior High School);
         -PEPT passer (encode PEPT certificate number);
         -A&E passer (encode A&E certificate number);
         -PVT passer (encode PVT certificate number);
         -From same school not encoded;
         -From other schools not encoded (This includes public, private HEIs, SUCs and LUCs. The originating school name shall be selected from drop-down list of schools); and
         -High School graduate (encode year graduated).
      ii. Prior to the issuance of an LRN, the record of the newly registered learner shall be subject to approval by the schools division office (SDO).

   d. If learner record exists, or once the learner is registered in the LIS, Program (track and strand) per learner shall be selected from a dropdown list of program offerings the school is authorized to provide.

   e. All enroled/registered learners prior to the opening of classes are recorded in the schools' "List of Registered Learners"

      i. School shall have the facility to view the list of learners by program offering.
      ii. School dashboard shall also display summary of learners by program offering.

   f. Starting **June 17, 2016,** the facility to finalize the enrolment list for the school shall be made available. The school head or school registrar shall encode each learner's "Date of First Attendance." The "Finalize" action shall mark all learners with no Date of First Attendance and prompt the user to either provide a valid date or confirm the finalization. After finalization is confirmed, learners with no Date of First Attendance shall no longer appear in the school's enrolment list.

Department of Education
Senior High School Enrolment Form
_____ Sem SY _____ - _____

School Name: _____

Address: _____

School ID ☐☐☐☐☐☐

TO THE STUDENT AND PARENT/GUARDIAN: Print legibly all information required. Submit accomplished form to the Senior High School (SHS) Focal Person.

I. STUDENT INFORMATION:

1. LEARNER REFERENCE NUMBER (LRN) ☐☐☐☐☐☐☐☐☐☐☐☐

2. NAME OF STUDENT: Print or type full name in the following sequence: LAST, FIRST, MIDDLE, EXTENSION NAME (if any). Place one letter in each box. Leave one box blank between names.

LAST	
FIRST	
MIDDLE	
EXTENSION NAME	

3. AGE: _____

4. SEX Male ☐ Female ☐

5. DATE OF BIRTH (Month, Day, Year)
☐☐ - ☐☐ - ☐☐☐☐

6. Belonging to any Indigenous Peoples (IP) Community/ Indigenous Cultural Community?
Yes ☐ No ☐

7. PERMANENT HOME ADDRESS

House Number and Street
Subdivision/Barangay
City/Municipality
Province   Postal/Zip Code ☐☐☐☐
Country

8. PARENT/S or GUARDIAN'S NAME

Mother's Name
Father's Name
Guardian's Name

9. CONTACT INFORMATION

Telephone Number   Cellphone Number
E-mail Address

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

10. **JUNIOR HIGH SCHOOL (JHS)** Indicate where student completed fourth year high school/ Grade 10. Fill in only the boxes APPLICABLE.

i. JHS Name (Do not abbreviate)	Month/Year of Completion
Address (City/Municipality, Province and Country)	

ii. Philippine Educational Placement Test (PEPT) for JHS Certificate No.: _____	Month/Year of Completion

iii. Accreditation and Equivalency (A&E) Test for JHS Certificate No.: _____	Month/Year of Completion

iv. Philippine Validation Test (PVT) for JHS Certificate No.: _____	Month/Year of Completion

v. Name of Community Learning Center (Do not abbreviate)	Address (City/Municipality, Province and Country)

II. **SENIOR HIGH SCHOOL (SHS) PROGRAM:** Make sure that the track (Academics, Techinical-Vocational-Livelihhod (TVL), Sports, Arts and Design), strand (STEM, ABM, HUMSS and GAS), or TVL specialization choices are offered in the school. Write the COMPLETE program offering (track- strand or specialization/s) of your choice in the box provided.

PROGRAM (Track- Strand or Specialization/s):

I understand that all information I provide in this form may be used by the Department of Education and I consent to such with the assurance that personal details will be kept confidential.

_____
Signature over Printed Name of the Student

_____
Signature over Printed Name of the Parent/Guardian

_____
Date

_____
Date