Republic of the Philippines
Department of Education
Region VII, Central Visayas

# DIVISION OF CEBUPROVINCE

Sudlon, Lahug, CebuCity

**De丿ED**
DEPARTMENT OF EDUCATION

December 5, 2016

**DIVISION MEMORANDUM**
No. _795_ , s. 2016

### GUIDELINES ON THE ENCODING OF SENIOR HIGH SCHOOL ENROLMENT FOR SECOND SEMESTER IN THE LEARNER INFORMATION SYSTEM FOR SCHOOL YEAR 2016-2017

**To:**     Assistant Superintendents
Education Program Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads


1.     For information and guidance of all concerned, attached is Regional Memorandum No. 756, s. 2016 dated November 29, 2016 entitled **"Guidelines on the Encoding of Senior High School Enrolment for the Second Semester in the Learner Information System for School Year 2016-2017"**.

2.     For additional details, refer to the attached communication.

3.     Immediate dissemination of this Memorandum is enjoined.


**RHEA MAR A. ANGTUD, Ed. D., CESO VI**
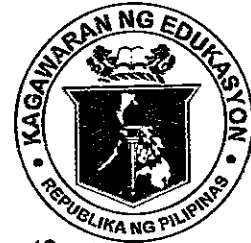**Schools Division Superintendent**

| Telephone Numbers: | | Website : www.depedcebuprovince.com |
| --- | --- | --- |
| Schools Division Superintendent: | (032) 255-6405 | E-mail Add : depedcebuprovince@yahoo.com |
| Asst. Schools Division Superintendent: | (032) 414-7457 | |
| Accounting Section: | (032) 254-2632 | |
| Disbursing Section: | (032) 255-4401 | |
| Admin/Legal: | (032) 253-7847 | |
| Promotional Staff Section: | (032)520-3217 | |

REGIONAL MEMORANDUM
No. **0 7 5 6**, Series of 2016

## GUIDELINES ON THE ENCODING OF SENIOR HIGH SCHOOL ENROLMENT FOR SECOND SEMESTER IN THE LEARNER INFORMATION SYSTEM FOR SCHOOL YEAR 2016-2017

To:   Schools Division Superintendents
      Public and Private Senior High School Heads
      All Others Concerned

1.     This Regional Office disseminates DepEd Order No. 70, s. 2016 dated November 22, 2016 to the field divisions entitled **"Guidelines on the Encoding of Senior High School Enrollment for Second Semester in the Learner Information System for School Year 2016-2017"** for the information and guidance of all concerned.

2.     Enclosed herewith is a copy of said DepEd Order for your reference.

3.     For clarifications, all concerned may coordinate with the Education Management Information System Division-Planning Service (EMISD-PS), Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02)635-3958 or (02) 638-2251 or through email at ps.emisd@deped.gov.ph.

4.     Immediate and wide dissemination of this Memorandum is desired.

**JULIET A. JERUTA**
Director III
Officer-in-Charge
Office of the Regional Director

Enclosure: as stated
JAJ/MCG/jksb
QAD

*" EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat "*

**Republic of the Philippines**

# Department of Education

22 NOV 2016

DepEd O R D E R
No. 70 , s. 2016

## GUIDELINES ON THE ENCODING OF SENIOR HIGH SCHOOL ENROLMENT FOR SECOND SEMESTER IN THE LEARNER INFORMATION SYSTEM FOR SCHOOL YEAR 2016-2017

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

1.    The Department of Education (DepEd) issues the enclosed **Guidelines on the Encoding of Senior High School (SHS) Enrolment for Second Semester in the Learner Information System (LIS) for School Year (SY) 2016-2017** in the pursuit of establishing systematic data collection, to obtain accurate and relevant education statistics, particularly on the implementation of the SHS.

2.    The said guidelines provide the qualifications and procedures for enrolment, transfer, and program shift of SHS learners for the second semester in all public and private schools, state universities and colleges (SUCs) and local universities and colleges (LUCs), and higher education institutions (HEIs) offering SHS in the Learner Information System (LIS).

3.    The schools division offices shall extend technical assistance to all public and private schools, SUCs and LUCs, and other HEIs offering SHS.

4.    For clarifications, all concerned may coordinate with the **Education Management Information System Division–Planning Service (EMISD-PS)**, Department of Education (DepEd) Central Office, 2nd Floor, Teodora Alonzo Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 635-3958 or (02) 638-2251 or through email at ps.emisd@deped.gov.ph.

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

LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
   As stated

References:
   DepEd Order: Nos. 52 and 34, s. 2016

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

   DATA
   ENROLMENT
   FORMS
   INFORMATION TECHNOLOGY
   LEARNERS
   OFFICIALS
   POLICY
   PROGRAMS
   PROJECTS
   SENIOR HIGH SCHOOL

SMMA, DO Encoding of SHS Enrolment
0840, November 15, 2016

## GUIDELINES ON THE ENCODING OF SENIOR HIGH SCHOOL ENROLMENT FOR SECOND SEMESTER IN THE LEARNER INFORMATION SYSTEM FOR SCHOOL YEAR 2016-2017

### I. Rationale

Pursuant to the implementation of the Senior High School (SHS) Program and in accordance with DepEd Order No. 52, s. 2016 entitled *Data Collection of Basic Education Statistics in the Learner Information System and Enhanced Basic Education Information System for Beginning of School Year 2016-2017*, the Department of Education (DepEd) issues these guidelines on the enrolment and encoding of Grade 11 learners in the Learner Information System (LIS) for the second semester. It ultimately aims to count all learners, and establish the Department's basic education statistics, particularly on enrolment data.

The encoding of Grade 11 learners in the system is crucial, thus the issuance of guidelines for the encoding of enrolment of SHS learners is necessary.

### II. Scope

These guidelines provide guidance to all public and private schools, state universities and colleges (SUCs) and local universities and colleges (LUCs), and higher education institutions (HEIs) offering the SHS Program in updating the status of first semester learners and encoding SHS enrolment for the second semester in the LIS.

### III. Definition of Terms

**Date of First Attendance.** This refers to the actual date that the learner has started attending class.

**Drop-out.** Refers to a learner who left school during the first semester.

**In School.** Refers to a learner who finished the first semester regardless of his/her academic status.

**Learner Who Shifted to Another Program.** Refers to a learner who enroled in another program different from the previously recorded one.

**New Entrants.** Refers to Grade 10 completers who enroled for the first time as Grade 11 in the second semester.

**Not Yet Enroled.** Refers to a learner who has completed the first semester but has not yet been enroled in the second semester.

**Transferee.** Refers to a learner who was previously enroled in one school and transferred to another school.

## IV. Policy Statement

This DepEd Order lays to all persons involved in data collection the procedures and necessary requirements on the updating of the status of first semester SHS Learners and encoding of enrolment of second semester SHS Learners in the LIS.

The aforementioned data collection activities intend to provide accurate and relevant education statistics to school heads, education managers, policy and decision-makers, and all other stakeholders of the Department for purposes of planning, resource allocation and policy development.

## V. Procedures in status updating of first Semester learners and encoding of second Semester Learners in the LIS

### A. Roles and Responsibilities

LIS Coordinators/School Registrars shall do the updating of the status of their first semester learners and the encoding and enrolling of SHS Learners for second semester in the system from November 21 to December 22, 2016, following the procedures provided in these guidelines.

All Schools Division Offices through the SGOD-Planning Research Section and the Division ITO shall provide technical assistance to all public and private schools, SUCs, LUCs and higher education institution offering SHS in their respective jurisdiction.

### B. Who are qualified to enroll?

For the second Semester enrolment of SHS learners, the following are qualified to enrol:

1. All SHS Grade 11 Learners who were enroled during the first semester in any strand or track are qualified to enrol for the second semester.
2. Grade 10 completers who were not enroled in the first semester, but are considered Grade 11 new entrants to be enroled for the second semester.
3. Grade 11 learners enroled in the previous semester who will transfer to another school or shift to other program.
4. Grade 11 learners who failed in any subject in the first semester may continue and be allowed to enrol for the second semester, and take subjects as long as the failed subject is not a pre-requisite of any upcoming subject. In case the failed subject is only offered in the first semester, the learner may retake the said subject in the first semester of the next school year or during summer classes. However, if the failed subject is offered in the second semester, then the learner may retake the same within the aforesaid semester.

**C. Process in status updating of first Semester learners and encoding of second Semester enrolment of SHS learners in the LIS.**

Schools with pending request to unenrol learners in the LIS may proceed with the updating of the status of the first semester learners and encoding of second semester learners in the LIS. However, the said learners will be automatically considered as No longer in school (NLS).

There will be three tabs/screens available for SHS:

1. First Semester (existing)

   a. The first semester tab will continue to function the same.
   b. Schools may continue to enrol learners that have not been enroled in the LIS during the first semester.

2. Status updating of first semester learners (End of first semester and Start of second semester)

   a. A masterlist of all first semester enroled learners, with no pending issues, will be available. Columns for first semester and second semester status will be displayed.
   b. There will be an update link for each learner. The learner's end of first semester status and second semester enrolment status will be updated.

      i. End of First Semester Status

         1. In School (default)
         2. No longer in school – This will be the status of some learners who may have transferred or dropped out, who will be identified at the end of the second semester.

            a. Drop down for Date of Last Attendance should be later than Date of First Attendance of Learner (Limit month options from May to November)
            b. Drop Down for Reason

      ii. Beginning of Second Semester Status (deactivated if first semester status is no longer in school)

         1. Drop down for date of first attendance – If there is no second semester date of first attendance, the default learner status will be not yet enroled for the second semester.
         2. Drop down for assign to class – Default is first semester section. If the learner changes section, his/her program offering is automatically tagged as that section's program offering. An option for a new class will be available.

            a. If a new class is selected, a blank for class name, and drop down for program offering will be made available.

c. An update button will be available per learner, which will trigger the saving of the status indicated. The school may continue to edit both first and second semester statuses until the deadline. The last confirmed status until the deadline will be used for official end of first semester and beginning of second semester statuses.

3. Second semester (will be available once the date of start of second semester is declared)

   a. This will display the masterlist of enroled learners in the second semester.
   b. The enrol learner function may be used to enrol learners who transferred to the school for the second semester and were tagged as no longer in school for the first semester.

## VI.    Monitoring and Evaluation

LIS coordinators/school registrars of all schools offering SHS must ensure the status updating of first semester SHS learners and the encoding of enrolment of second Semester SHS learners in the system. School heads (SHs) must ensure the accuracy and completeness of the school's enrolment data.

The Schools Division Superintendents (SDSs), through the School Governance and Operations Division–Planning and Research Unit (SGOD–PRU) and the Information Technology Officers (ITOs), shall jointly provide technical assistance, as necessary, to the schools to ensure compliance with the guidelines. Particular attention should be given to schools with no/limited access to internet facilities.

The Regional Director (RDs) through the Policy Planning and Research Division (PPRD) shall monitor the schools division's provision of technical assistance to schools for the updating and encoding of enrolment of SHS learners.

The Education Management Information System–Planning Service (EMISD-PS), at the Central Office level, shall closely monitor and coordinate with the regions and schools divisions the respective statuses of submissions of schools. The said office shall also provide guidance in the implementation of these guidelines.

## VII.    References

DepEd Order No. 52, s. 2016. *Data Collection of Basic Education Statistics in the Learner Information System and Enhanced Basic Education Information System for Beginning of School Year 2016-2017*

DepEd Order 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*