



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JUL 08 2025

**MEMORANDUM**

**OPENING OF LEARNER INFORMATION SYSTEM (LIS) BEGINNING OF SCHOOL YEAR (BOSY) 2025-2026 ENCODING AND REOPENING OF QUICK COUNT FOR K-12 AND ALTERNATIVE LEARNING SYSTEM (ALS)**

To: OIC, Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance & Operations Division  
Public and Private Elementary and Secondary School Heads/OICs  
All Others Concerned

1. As per the DepEd LIS Advisory from DepEd Policy and Planning Service - Education Management Information System Division (EMISD), all public and private schools, including Division ALS Coordinators, are informed that the Quick Count Enrollment for SY 2025–2026 is now open for encoding.

2. Schools are hereby advised to begin encoding the enrollment data for School Year 2025-2026. The creation of classes and setting of the class calendar must be ensured before encoding learners. **Only those learners who have actually reported in school shall be encoded in the LIS.**

3. The LIS has also been enhanced to include the following tagging facilities to ensure more comprehensive learner profiling:

- Alternative Delivery Mode (ADM)
- Body Mass Index (BMI) for health monitoring
- School-Based Feeding Program (SBFP) beneficiaries
- Special Needs Education (SNEd) / Special Educational Needs (SPEd) learners
- Conditional Cash Transfer (CCT) beneficiaries, with tagging of 4Ps Household ID Number
- Education Service Contracting (ESC) and Senior High School Voucher Program Qualified Voucher Recipients (SHS QVR) tagging for Private Schools
- Monitoring of Kindergarten enrollment, particularly for learners whose birthdates fall between November 1 to December 31 of the current school year, in accordance with existing DepEd policies.

4. Additionally, the Quick Count facility for K-12 and Alternative Learning System (ALS) has been reopened to allow schools to update their data. This facility will remain open until **July 31, 2025**, to ensure accuracy and completeness of the Division's enrollment records.



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5. School heads, LIS coordinators and Registrars are reminded to validate the accuracy of the learners' information to ensure the integrity of the data.
6. For guidance on the encoding processes and tagging facilities, please refer to the attached enclosure containing the updated LIS User Guides.
7. For any questions about this matter, please email the SGOD-Planning & Research Section at **[planning.sdomuntinlupa@deped.gov.ph](mailto:planning.sdomuntinlupa@deped.gov.ph)**.
8. For immediate dissemination and strict compliance.

**VIOLETA M. GONZALES**  
Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

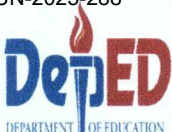
Enclosure: as stated  
References: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

BEGINNING OF SCHOOL YEAR  
LEARNER INFORMATION SYSTEM  
QUICK COUNT

JDN/DM/Opening of Learner Information System (LIS) Beginning of School Year (BOSY) 2025-2026 Encoding and Reopening of Quick Count for K-12 and Alternative Learning System (ALS)

288 / July 7, 2025

UN-2025-288



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
84237560, 84237561, 84237562  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

## Updating of BMI and ADM Tagging

Here are the 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 login, 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)

3. In the Dashboard, click the List of Classes tab.

List of Classes

Dashboard Quick Count List of Classes Transfers 1 School Forms Data Corrections Support

4. Click the Select Item button.
  - Click the BMI link to update BMI.
  - Click the ADM link to update ADM.

Select Item

BMI

ADM

SY 2018 - 2019

a. To update the learner's BMI:

1. Click the Grade / Classes dropdown list and select the learner's section. Then, choose the Not tagged BMI on the third dropdown option.

BMI Grade / Classes

Masterlist

BMI  
 BMI  
 Not tagged BMI

2. Search for the learner's name to be tagged/updated. Under the Option column, click the Pencil icon.

Masterlist

SY 2018-2019

- HT - Height
- WT - Weight

Enrolment

#	Learner	Gender	Date of first Attendance	BMI	Option
1	[Redacted]	M	06/04/18	N	Profile

3. Completed required information. Then, click the Submit button.

BMI

[Redacted]

Height

0

Enter between 50 to 300 centimeters

Weight

Weight

Enter between 10 to 250 kilograms

b. To tagged the learner as ADM:

1. Click the Grade / Classes dropdown list and select the learner's section. Then, choose the Not tagged ADM on the third dropdown option.

ADM ▾ Grade / Classes ▾ ADM ▾  
 ADM  
 Not tagged ADM

Masterlist

2. Search for the learner's name to be tagged/updated. Under the Option column, click the Pencil icon.

Masterlist

- DISTEDU - Distance Education (DistEd) for SPED
- EIMPACT - Enhanced-Instructional Management by Parents, Community and Teachers (e-IMPACT)
- MISOSA - Modified In-School Off-School Approach (MISOSA)
- INTERVEN - Other School-initiated Intervention
- OHSP - Open high School Program(OHSP)
- INTERVEN - Other School Initiated Intervention

Enrolment

#	Learner	Gender	Date of first Attendance	ADM	Option
1	[Redacted]	F	06/04/18	N	Profile

3. a. For learners under ADM, click the appropriate mode. Then, click the Submit button.

- b. For learners not under ADM, click the Not Applicable button.

ADM

[Redacted]

Distance Education (DistEd) for SPED  
 Enhanced-Instructional Management by Parents, Community and Teachers (e-IMPACT)  
 Modified In-School Off-School Approach (MISOSA)  
 Other School-initiated Intervention

# SBFP Tagging Facility

## Reminders:

- A facility to tag learners who are School Based Feeding Program beneficiaries.
- This facility is only available for public schools to all levels (K-12).
- For SHS, only learners enrolled 2<sup>nd</sup> semester are allowed to be tagged.

## Steps:

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

Please sign in

Username

Password

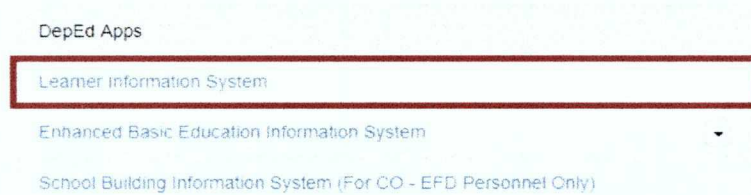
Sign In

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.

## Steps:

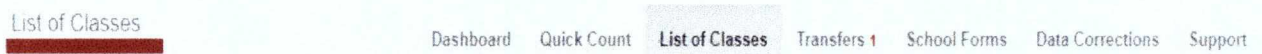
2. Once logged-in, click the Learner Information System link.



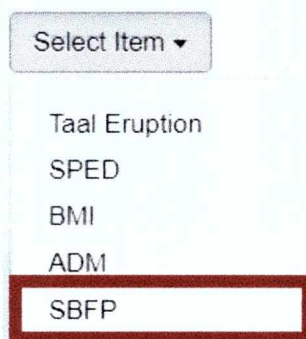
## Note:

For Integrated Schools, user need to switch account context to secondary level to reflect the masterlist for secondary learners (including SHS).

3. In the Dashboard, click the **List of Classes** tab.



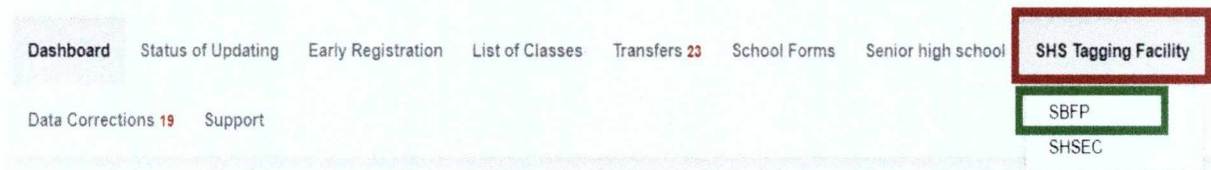
4. Click “Select Item” dropdown list, then select “SBFP”.



## Steps:

### For SHS:

Click the **SHS Tagging Facility**. Then, click **SBFP**.



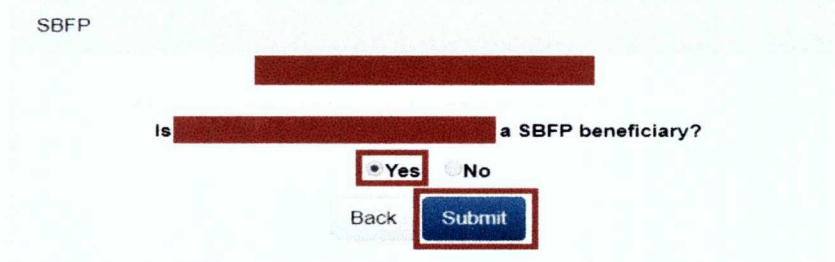
5. In the dropdown, select **Not tagged SBFP**.



6. Click the **pencil** icon alongside the learner's profile to be tagged/updated.



7. Click **Yes** option. Then click the **Submit** button.



## Steps:

A notification message will be displayed once successfully updated.

Learner updated

- To see the list of learners' who were tagged as SBFP beneficiaries, click the **SBFP** in the dropdown.



A screenshot of a dropdown menu. The menu is open, showing three options: 'Not tagged SBFP' at the top, 'SBFP' in the middle (highlighted with a blue background and a red border), and 'Not tagged SBFP' at the bottom.

The learner with **Y** under SBFP column indicates that the learner is already tagged as SBFP beneficiary.

### Masterlist

- SBFP - School Based Feeding Program Beneficiary

Enrolment

#	Learner	Gender	Date of official enrolment	SBFP	Option
1	[REDACTED]	M	09/11/20	Y	Profile 
2	[REDACTED]	M	08/04/20	Y	Profile 
3	[REDACTED]	M	09/10/20	Y	Profile 

## Tagging of Learners with Special Educational Needs (SPED)

Here are the steps:

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



Please sign in

Username

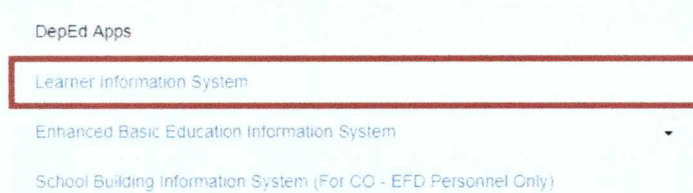
Password

[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 login, click the Learner Information System link.



DepEd Apps

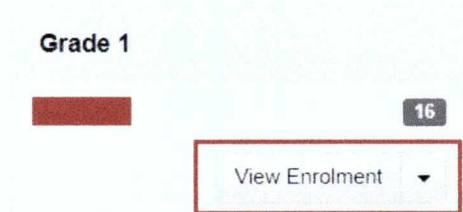
- [Learner information System](#)
- [Enhanced Basic Education Information System](#)
- [School Building Information System \(For CO - EFD Personnel Only\)](#)

3. In the Dashboard, click the List of Classes tab.



[List of Classes](#) [Dashboard](#) [Quick Count](#) [List of Classes](#) [Transfers 1](#) [School Forms](#) [Data Corrections](#) [Support](#)

4. Look for the learner's Class/Section Name. Then, click View Enrolment button.



Grade 1

16

[View Enrolment](#)

5. Search for the learner's name in the masterlist and then, click the Profile button.

6. On the Profile panel, click the Update other date button.

7. Under Special Educational Needs (found on lower left side of the page), update required fields.

- **For learners enrolled in a graded class**

- For learners enrolled in a non-graded / SPED class

### Special Educational Needs

#### Select Program for Non-graded Class

Primary Level III

|

-- Select --

Kinder

Primary Level I

Primary Level II

**Primary Level III**

Transition

### Special Educational Needs

#### Select Program for Non-graded Class

Primary Level III

#### Classification/Type of Learner Special Educational Needs (LSEN)

Visual Impairment

|

-- Select --

**Gifted Learner**

Gifted

**With Diagnosis from Licensed Medical Specialist**

**Visual Impairment**

Hearing Impairment

Learning Disability

8. Click the Save button to save the tagging.

### Special Educational Needs

#### Select Program for Non-graded Class

Primary Level III

#### Classification/Type of Learner Special Educational Needs (LSEN)

Visual Impairment

**Save**

Once the learner has been tagged as SPED, an icon will be display along his/her name on the masterlist.

1	[REDACTED]	 M	06/10/18	 No status	Profile
---	------------	---	----------	---	---------

**Note:**

A warning icon will be displayed to identify the learner's SPED Classification. This icon is only available to class set as "non-graded".

2	[REDACTED]	 M	06/10/18	 No status	Profile
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# Tagging of Conditional Cash Transfer (CCT) with 4Ps Household Id No.

## Important Reminders:

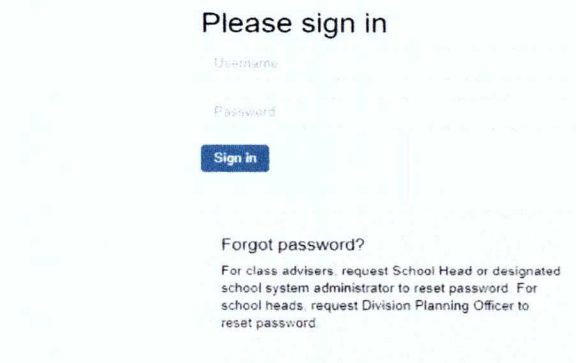
- The following changes are applied:
  - Starting 2022 onwards, tagging of CCT will be in the Learner's Profile.
    - Inclusion 4Ps Household ID Number
      - Can accept minimum 17 characters (Alphanumeric including special characters)
      - Can accept maximum 21 characters (Alphanumeric including special characters)
      - No validation on 4Ps Household ID No.

## Important Reminders:

- Updating of the said data can be done thru the following:
  - During Enrolment
  - If Learner is already enrolled
    - Thru learner's Profile > Update Other Data
- These enhancements are only applied to learners enrolled in ALS and Formal (Except PSO)

## Steps during Enrolment: (Formal)

1. Go to LIS website <http://lis.dep.ed.gov.ph/> and login using the School System Admin account.



Please sign in

Username

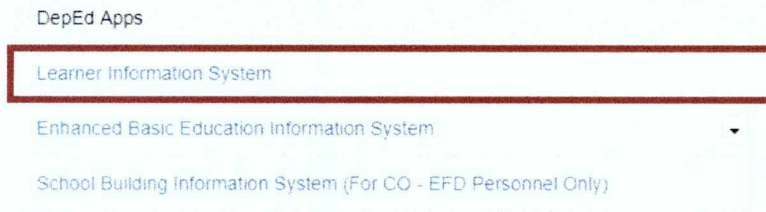
Password

[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 login, click the Learner Information System link.

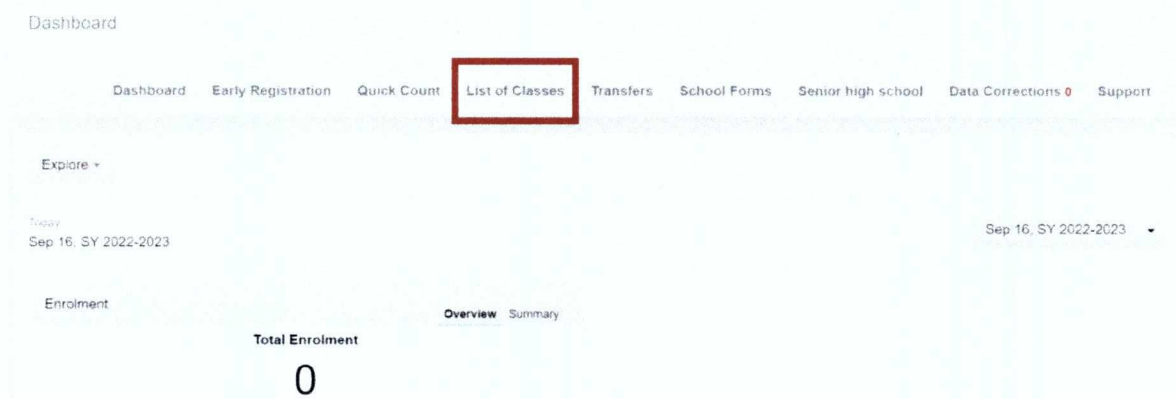


DepEd Apps

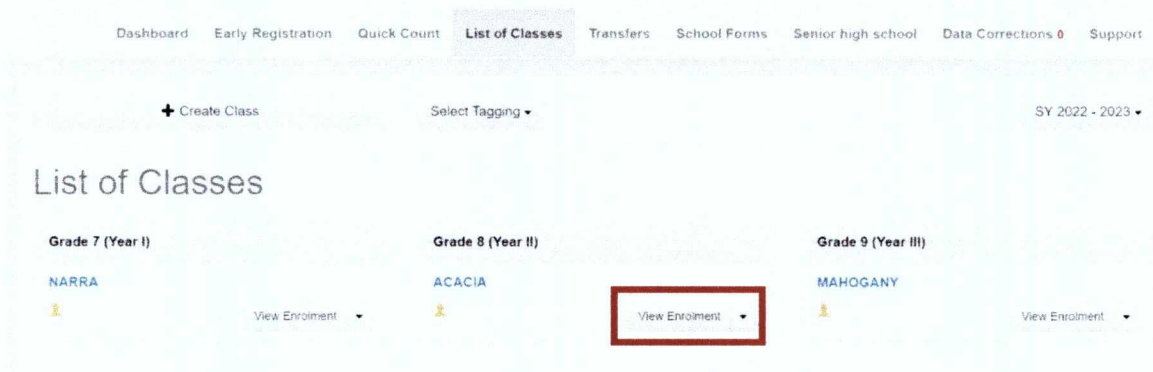
- [Learner Information System](#)
- [Enhanced Basic Education Information System](#)
- [School Building information System \(For CO - EFD Personnel Only\)](#)

## Steps during Enrolment: (Formal)

3. Upon Logging in, using your School System Admin account, click **List of Classes**.

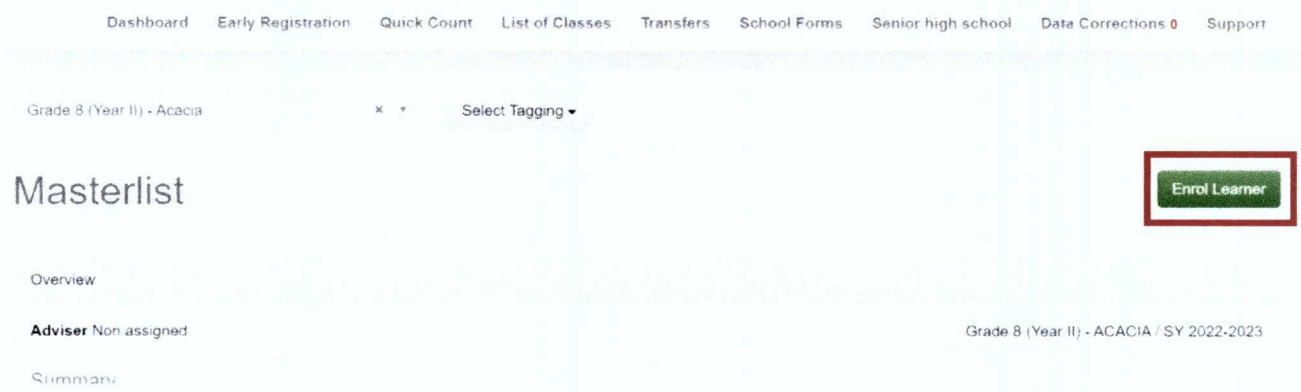


4. Click the **View Enrolment** of the specific grade and section.

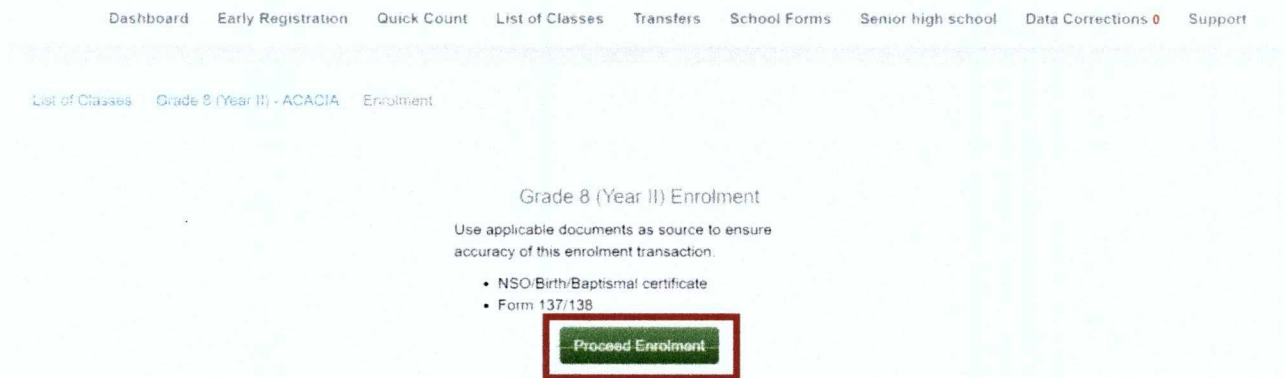


# Steps during Enrolment: (Formal)

## 5. Click Enrol Learner;



## 6. Click Proceed Enrolment;



## Steps during Enrolment: (Formal)

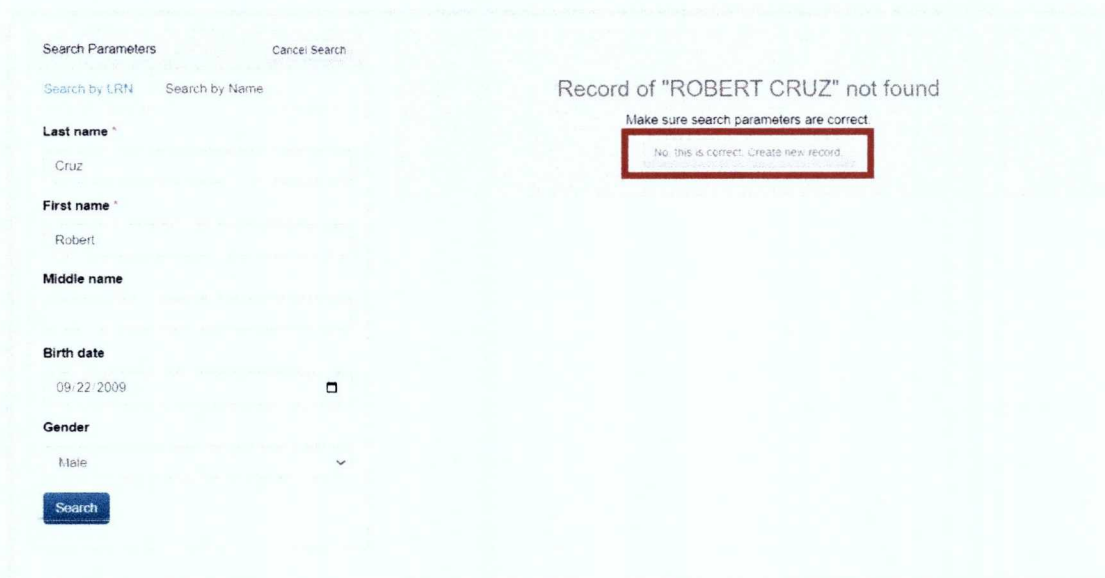
7. Click **Search by Name**, and fill up **Last Name** and **First Name** then click **Search**



The screenshot shows a search interface with the following elements:

- Search Parameters
- Cancel Search
- Search by LRN
- Search by Name (highlighted with a red box)
- Last name \* (highlighted with a red box)
- First name \* (highlighted with a red box)
- Search (highlighted with a red box)

8. Click **No, this is correct. Create new record;**

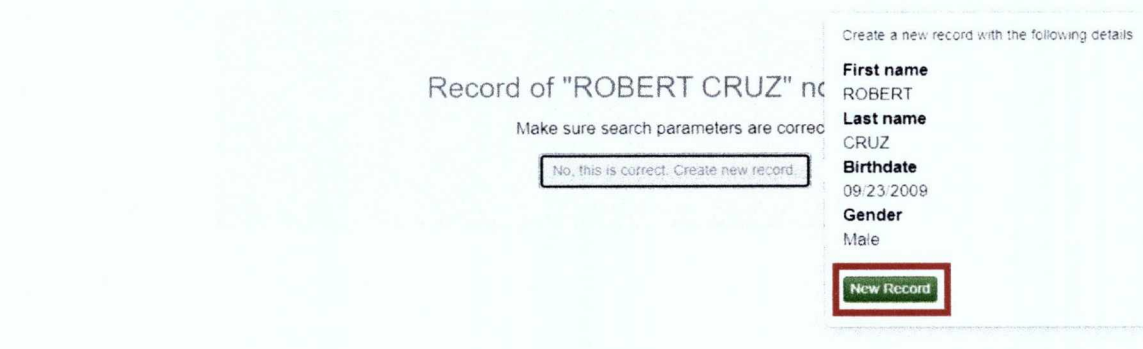


The screenshot shows the search results page with the following elements:

- Search Parameters
- Cancel Search
- Search by LRN
- Search by Name
- Last name \* (Cruz)
- First name \* (Robert)
- Middle name
- Birth date (09/22/2009)
- Gender (Male)
- Search
- Record of "ROBERT CRUZ" not found
- Make sure search parameters are correct
- No, this is correct. Create new record. (highlighted with a red box)

## Steps during Enrolment: (Formal)

9. Then a confirmation message will prompt, click **New Record**.



Record of "ROBERT CRUZ" not found. Make sure search parameters are correct.

Create a new record with the following details

**First name**  
ROBERT

**Last name**  
CRUZ

**Birthdate**  
09/23/2009

**Gender**  
Male

10. Fill out the necessary information of the learner including the Date of First Attendance, then click **Continue**.



List of classes | Grade 8 (Year II) - ACACIA | Enrolment

<b>Learner</b>		<b>Enrolment</b>	
<b>Last name</b>	CRUZ	<b>Date of First Attendance</b>	Month ▼ Day ▼ 2022 ▼
<b>First name</b>	ROBERT		The date of learner's first day of attendance in class or learning session
<b>Middle name</b>	<input type="checkbox"/> No middle name		
<b>Extension name</b>			
<b>Birthdate</b>	2009-09-23		
<b>Gender</b>	M		

## Steps during Enrolment: (Formal)

11. Fill out the necessary information of the learner, under **Conditional Cash Transfer (CCT)**, click the check box and enter the **4Ps Household ID No.** then click **Enrol**.

The screenshot shows a web-based enrolment form with several sections:

- Location Information:** Province (NCR - NCR SECOND DISTRICT), City/Municipality (QUEZON CITY), Zip Code (1110), and Barangay (BAESA).
- Special Educational Needs:** Includes a question "Does this learner have Educational Needs?" with radio buttons for Yes and No (No is selected). Below it is a dropdown for "Classification/Type of Learner Special Educational Needs (LSEN)" and a section for "Alternative Delivery Mode" with radio buttons for "Open high School Program(OHSP)" and "Other School Initiated Intervention". A "Not Applicable" button is also present.
- Vaccination:** Includes a question "Is the learner vaccinated against COVID-19?" with radio buttons for Yes and No (No is selected).
- Conditional Cash Transfer (CCT):** This section is highlighted with a red box. It contains a checked checkbox for "Is this learner CCT recipient?" and a text input field for "Enter 4Ps Household ID No." containing the value "1234567890asdzxc1".
- Actual Modality:** A dropdown menu set to "Face to Face".
- Buttons:** A "Cancel" button on the left and an "Enrol" button on the right, both highlighted with red boxes.
- Masterlist:** A section at the bottom with a green "Enrol Learner" button.
- Feedback:** A light blue banner at the bottom of the form area that says "Learner enrolment saved."
- Navigation:** An "Overview" link at the very bottom.

# Steps in Updating CCT Household ID No.: (Formal)

1. Upon updating CCT Household ID No., click **Profile**;

**Adviser** Non assigned Grade 8 (Year II) - ACACIA / SY 2022-2023

**Warning** The following requires immediate attention.  
no class adviser

Summary

No of learners		Male	Female	Total		Male	Female	Total	
<b>1</b>		Transfer-in	0	0	0	CCT Recipient	1	0	1
		Male	1	0		ALIVE	0	0	0
Female	0				Repeater	0	0	0	

Transferred out 0

Dropped out 0

No longer participating in learning activities 0

Repeater 0

Enroiment

#	Gender	Date of First Attendance	Status	
	M	08/18/22	No status	<a href="#">Profile</a>

# Steps in Updating CCT Household ID No.: (Formal)

## 2. Click Update Other Data;

The screenshot shows the 'Learner Profile' page for a student in Grade 8 (Year II) at ACACIA. The page has a breadcrumb trail: 'List of classes' > 'Grade 8 (Year II) - ACACIA' > 'Learner Profile'. Below the breadcrumb, there are four tabs: 'Profile', 'Update other data', 'Request Correction', and 'Enrolment'. The 'Update other data' tab is highlighted with a red rectangular box. To the right of the 'Enrolment' tab, there is a 'Correction of Grade Level' link. The main content area displays the following information:

- Date of First Attendance:** 08/18/2022
- Last SY attended:** 2021 - 2022
- Last grade level:** Grade 7 (Year I)
- CCT Recipient:** A dark grey button with white text.
- Section:** A dropdown menu with a downward arrow.
- View History:** A link located at the bottom right of the main content area.

# Steps in Updating CCT Household ID No.: (Formal)

## 3. After updating 4Ps Household ID No., click Save.

<b>Province</b> NCR - NCR SECOND DISTRICT	<input checked="" type="checkbox"/> Same as current address <b>Province</b> NCR - NCR SECOND DISTRICT	Philippines
<b>City/Municipality</b> QUEZON CITY	<b>City/Municipality</b> QUEZON CITY	<b>Conditional Cash Transfer (CCT)</b> <input checked="" type="checkbox"/> Is this learner CCT recipient? <b>Enter 4Ps Household ID No.</b> 1234567890ictsusd
<b>Zip Code</b> 1110	<b>Zip Code</b> 1110	
<b>Barangay</b> BAESA	<b>Barangay</b> BAESA	
<b>Special Educational Needs</b> Does this learner have Educational Needs? <input type="radio"/> Yes <input checked="" type="radio"/> No <b>Classification/Type of Learner Special Educational Needs (LSEN)</b> -- Select --	<b>Vaccination</b> Is the learner vaccinated against COVID-19? <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Actual Modality</b> Face to Face
<b>Save</b>		Back

## During Enrolment in ALS:

1. Tick the check box “Is this learner CCT Recipient?”, then enter the 4Ps Household ID No. then click **Enroll** button.

Back to masterlist

**Enrol**

Learner **new lrn**

<b>First name *</b> WINNIE	<b>Middle name *</b> <input checked="" type="checkbox"/> No Middle name	<b>Last name *</b> BANEZ	<b>Ext name</b>
<b>Gender *</b> Male	<b>Birth date *</b> 01/29/1994	<b>Country of Citizenship *</b> Philippines	<b>Actual Modality *</b> Face to Face
<b>Program *</b> A&E Elementary	<b>Delivery Mode *</b> Face to Face	<b>Date of First Attendance *</b> 09/13/2021	

Abot-alam

Is this learner CCT recipient?

**Enter 4Ps Household ID No.**  
123456789012345676  
\*Household Id number must consist of 17 to 21 characters

**Attending Education and Skills Training (EST)? \***  
 Yes  
 No

**Community Learning Center**  
Select from recently used CLC

100580 - Patac ES ELEM  Find an existing CLC in your assigned barangay

## During Enrolment in ALS:

2. Once updated, an icon will appear next to the learner's name.

Dashboard ALS Control Panel Masterlist AF-3 Year 2021

### Masterlist

CY 2021 / DepEd Delivered - Mobile Teacher /

100580 - Patac ES ELEM  
PATAc GALIMUYOD Enrol Learner

Learner	Gender	Date of First Attendance	Program	Delivery Mode	Status		
1	 F	09/15/2021	BLP	Face to Face	No status	Update	Profile
2	 F	09/15/2021	A&E Elementary	Face to Face	No status	Update	Profile
3	 F	09/21/2021	BLP	Face to Face	No status	Update	Profile
4	 Learner is CCT recipient		A&E Elementary	Face to Face	No status	Update	Profile
5	 M	09/15/2021	A&E Secondary	Face to Face	No status	Update	Profile
6	 M	10/13/2021	A&E Elementary	Face to Face	No status	Update	Profile
7	 M	01/09/2022	A&E Elementary	Face to Face	No status	Update	Profile
8	 F	06/15/2022	A&E Elementary (with EST)	Face to Face	No status	Update	Profile
9	 M	01/06/2022	A&E Secondary	Face to Face	No status	Update	Profile



Learner is CCT Recipient icon

# Updating CCT Household ID No.: (ALS)

## 1. Click the **Update** button

### Masterlist

CY 2021 / DepEd Delivered - Mobile Teacher /

100580 - Patac ES ELEM  
PATAc GALIMUYOD

Enrol Learner

Learner	Gender	Date of First Attendance	Program	Delivery Mode	Status		
1	F	09/15/2021	BLP	Face to Face	No status	Update	Profile
2	F	09/15/2021	A&E Elementary	Face to Face	No status	Update	Profile
3	F	09/21/2021	BLP	Face to Face	No status	Update	Profile
4	Learner is CCT recipient		A&E Elementary	Face to Face	No status	Update	Profile
5	M	09/15/2021	A&E Secondary	Face to Face	No status	Update	Profile
6	M	10/13/2021	A&E Elementary	Face to Face	No status	Update	Profile
7	M	01/09/2022	A&E Elementary	Face to Face	No status	Update	Profile
8	F	06/15/2022	A&E Elementary (with EST)	Face to Face	No status	Update	Profile
9	M	01/06/2022	A&E Secondary	Face to Face	No status	Update	Profile

## Updating CCT Household ID No.: (ALS)

2. Enter the updated 4Ps Household ID No. then click Update button.

[Back to masterlist](#)

Update

Learner 501022190031

First name \*

WINNIE

Middle name \*

No Middle name

Last name \*

BANEZ

Ext name

Gender \*

Male

Birth date \*

01/29/1994

Country of Citizenship \*

Philippines

Actual Modality \*

Face to Face

Program

Program \*

A&E Elementary

Delivery Mode \*

Face to Face

Date of First Attendance \*

09/13/2021

Abot-alam

The date of learner's first day of attendance in class or learning session.

Status \*

No status

TESDA National Certificate Passer? \*

Yes

No

Is this learner CCT recipient?

Attending Education and Skills Training (EST)? \*

Yes

No

Enter 4Ps Household ID No.

123456789012345676



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# ESC and SHS QVR ID Tagging for Junior and Senior High School

## User Guide

### Reminder:

- **ESC ID Tagging facility** is only available for Grade 7-10 in Private Schools.
- **SHS QVR ID Tagging facility** is only available for Grade 11-12 (1<sup>st</sup> and 2<sup>nd</sup> semester) in Private Schools.
- Transferred learners who were previously tagged from the previous school should be retagged in the receiving school (if applicable).

### Procedure for Tagging ESC for Junior High School

1. Go to the LIS website: <http://lis.deped.gov.ph> and log in using your account.

Please sign in

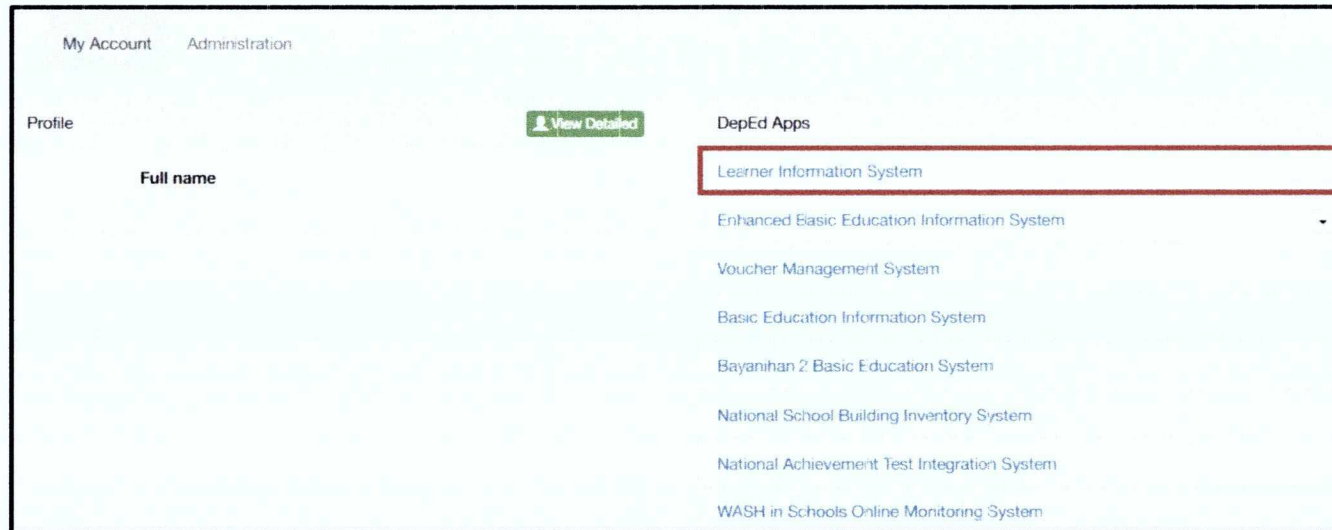
Username

Password

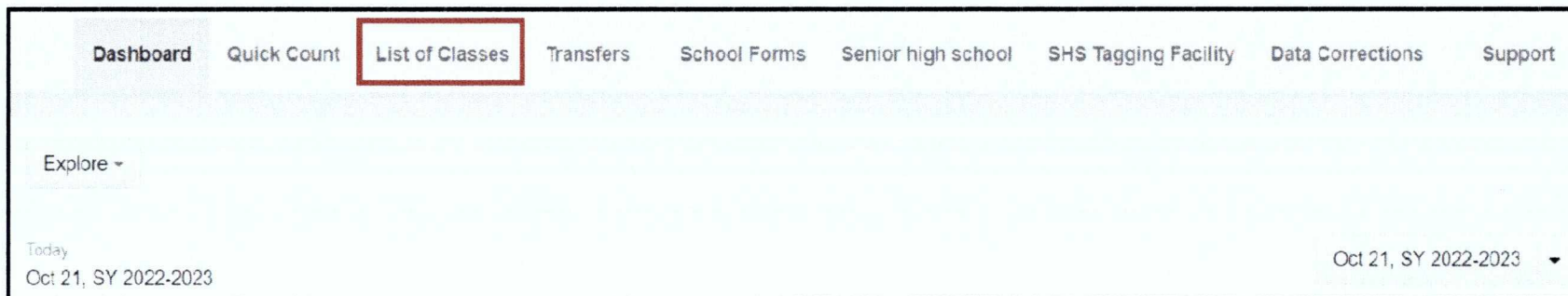
Forgot password?

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

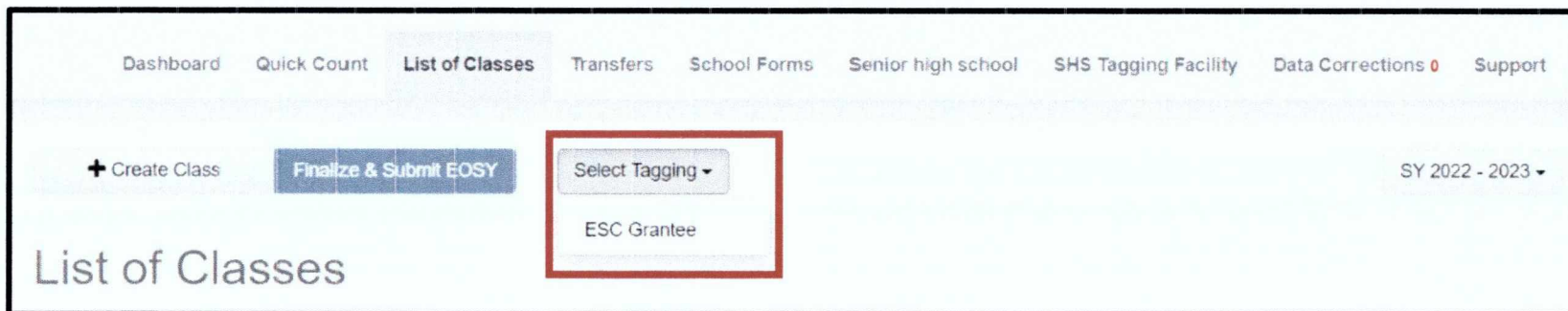
2. Once logged in, click the Learner Information System.



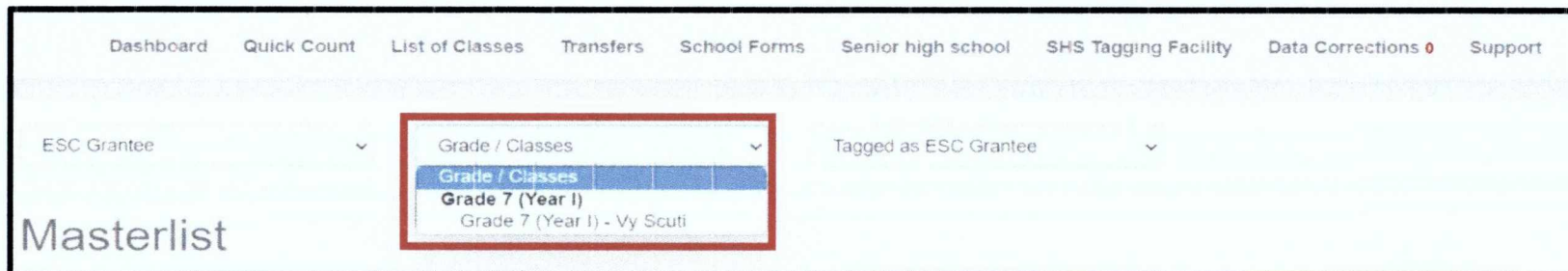
3. Click the List of Classes tab



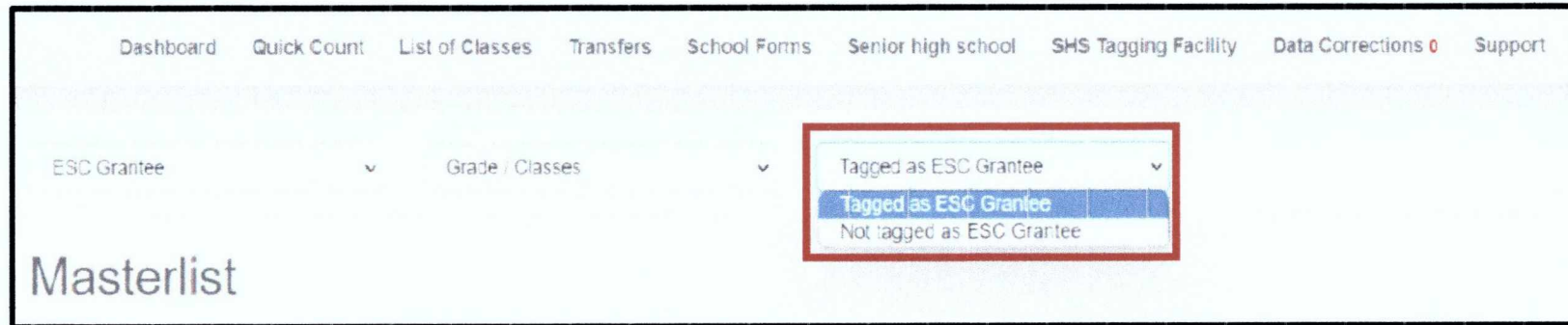
4. Click the Select Tagging dropdown and select ESC Grantee.



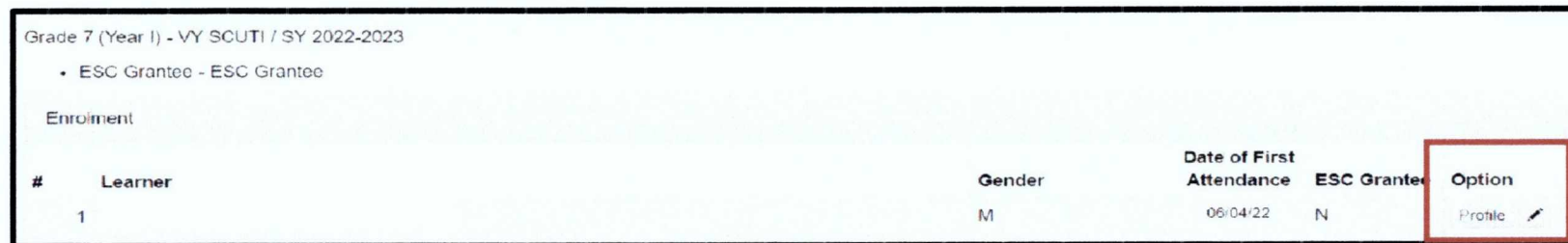
5. Click the Grade/Classes dropdown and select the Grade Level and Sections of learners to be tagged as ESC.



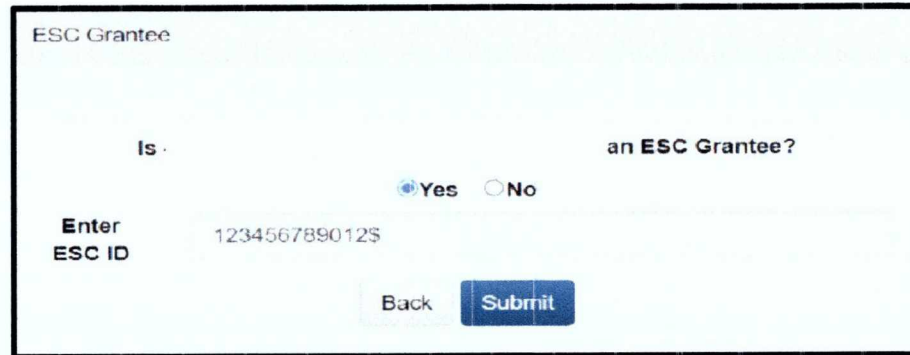
6. Click the 3<sup>rd</sup> dropdown and select Not Tagged as ESC Grantee.



7. Click the pencil icon under the Option column across the learner's name to edit the status.

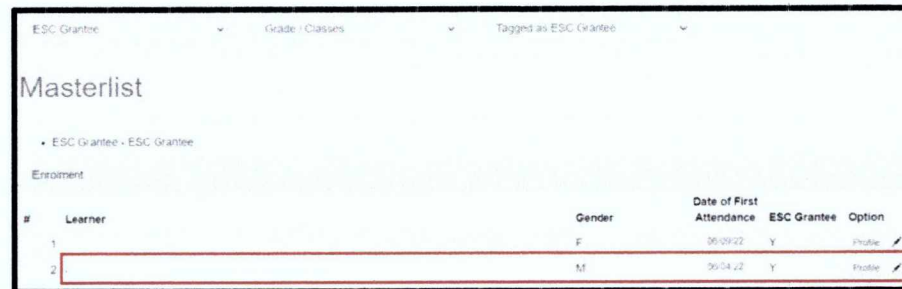


8. Select **YES** and enter the ESC ID and click the **Submit** button. ESC ID consists of alphanumeric and special characters that have a minimum of 8 characters. If there is no ESC ID, type “Not Available”.



The screenshot shows a form titled "ESC Grantee". It contains a question: "Is [Learner Name] an ESC Grantee?". Below the question are two radio buttons: "Yes" (which is selected) and "No". There is a text input field labeled "Enter ESC ID" containing the alphanumeric string "123456789012\$". At the bottom of the form are two buttons: "Back" and "Submit".

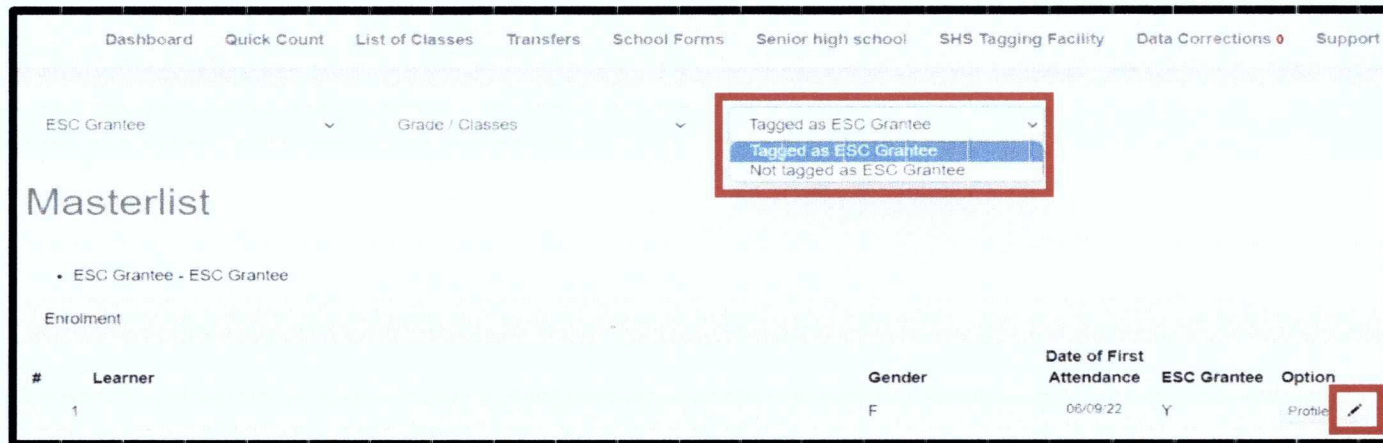
9. The learner's name should be displayed under the ESC Grantee section.



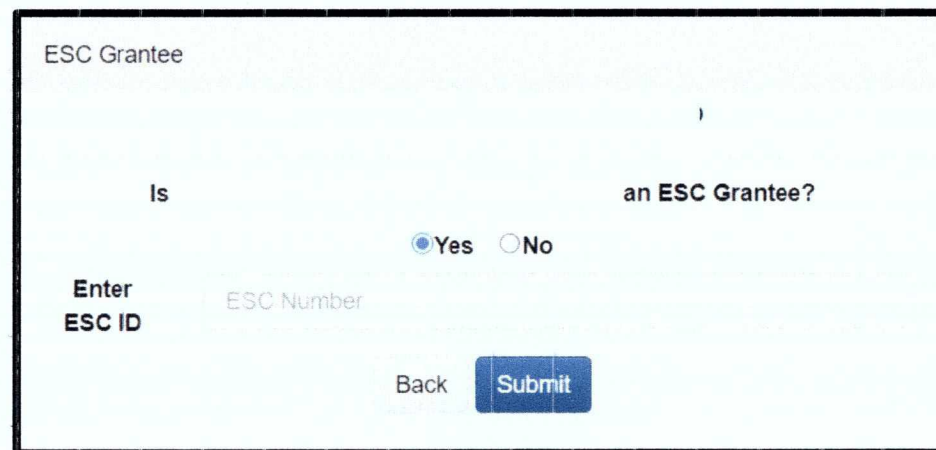
The screenshot shows a "Masterlist" interface with a filter for "ESC Grantee". Below the filter, there is a table with the following data:

#	Learner	Gender	Date of First Attendance	ESC Grantee	Option
1	[Redacted]	F	06-09-22	Y	Profile ✓
2	[Redacted]	M	06-04-22	Y	Profile ✓

10. If the learner was already tagged and needs the ID to be added, click the 3<sup>rd</sup> dropdown menu, and select “Tagged as ESC Grantee”, then click the pencil icon.



11. Add the ESC ID then click the Submit button.



## Procedure for Tagging SHS QVR ID for Senior High School

1. Go to the LIS website: <http://lis.deped.gov.ph> and log in using your account.

### Please sign in

Username

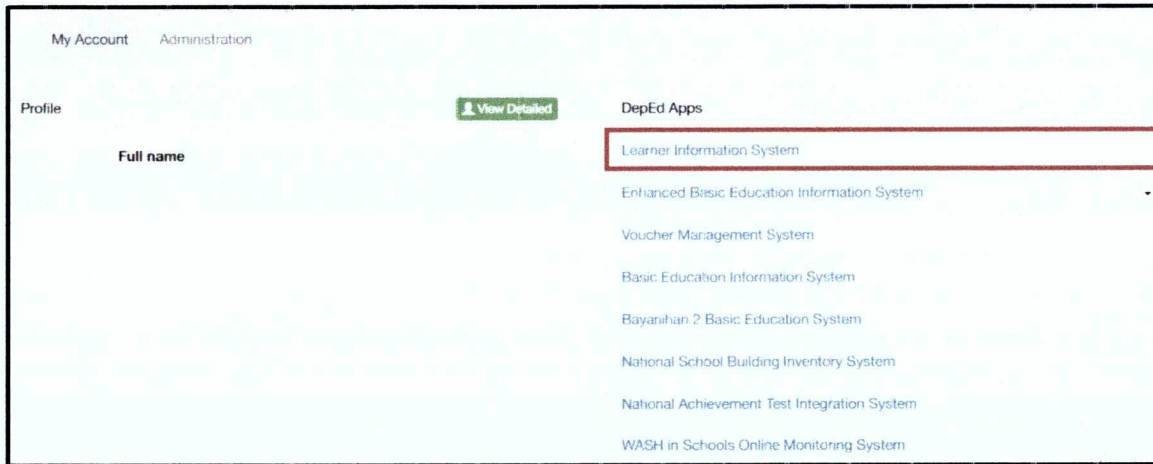
Password

**Sign in**

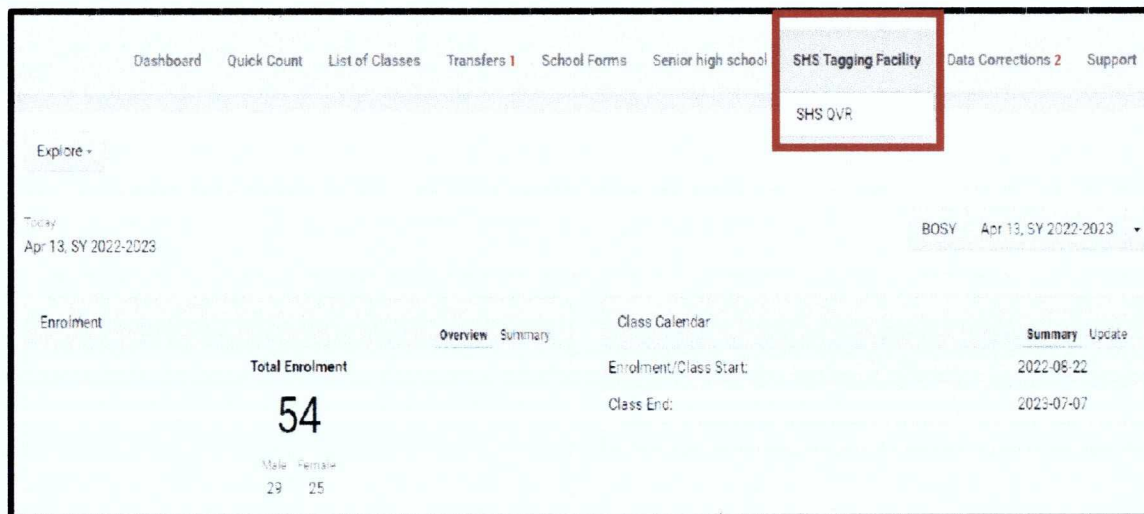
**Forgot password?**

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

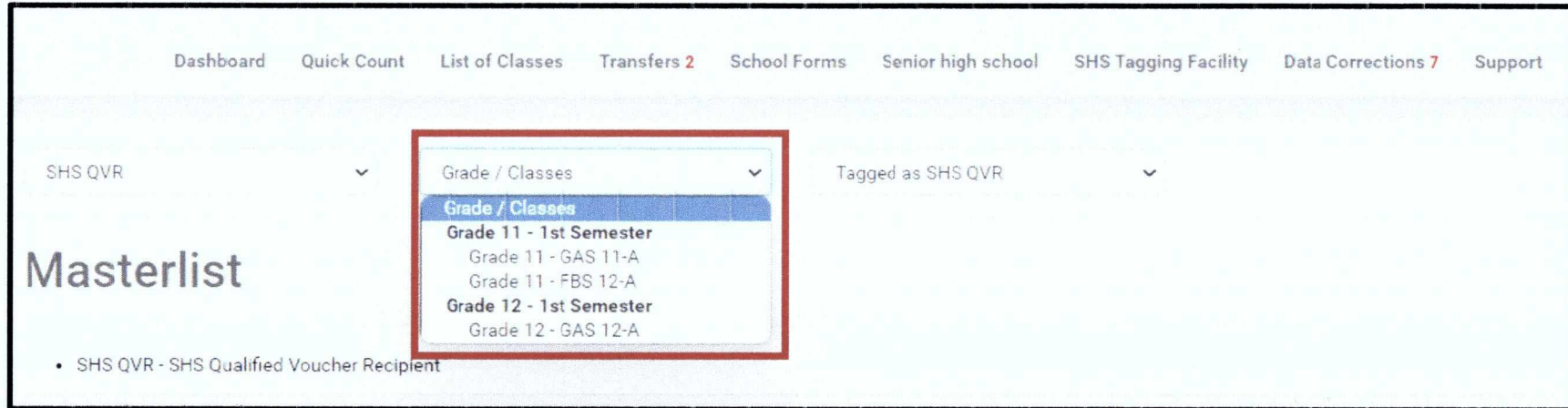
2. Once logged in, click the Learner Information System.



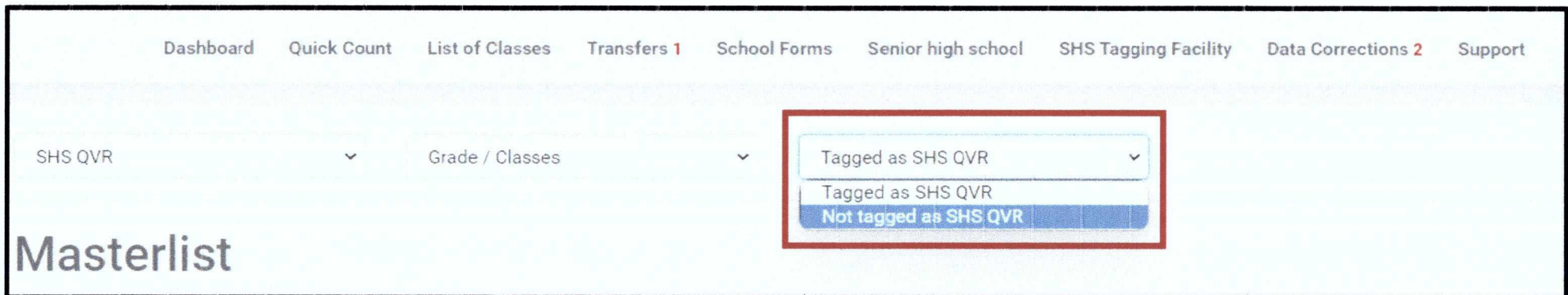
3. Click the SHS Tagging tab and select SHS QVR.




4. Click the **Grade/Classes** dropdown and select the Grade level and Section of the learners to be tagged in SHS QVR.



5. Click the 3<sup>rd</sup> dropdown option and select “Not Tagged as SHS QVR.”



6. Click the Pencil Icon to under the option column across the learner's name to edit the status.

Enrolment					
#	Learner	Gender	Date of First Attendance	SHS QVR	Option
1		M	08/31/22	N	Profile 

7. Select **YES** and enter the SHS QVR ID and click the **Submit** button. SHS QVR ID consists of alphanumeric and special characters that have a minimum of 8 characters. If there is no SHS QVR ID, type "Not Available".

SHS QVR

Is  Yes  No an SHS QVR?

Enter SHS QVR ID

[Back](#)

8. To view the tagged learners, click the “Tagged as SHS QVR” in the 3<sup>rd</sup> dropdown menu.

**Note:** Learners from Junior High School will also appear in the list, but the pencil icon is disabled.

SHS QVR    Grade / Classes    Tagged as SHS QVR

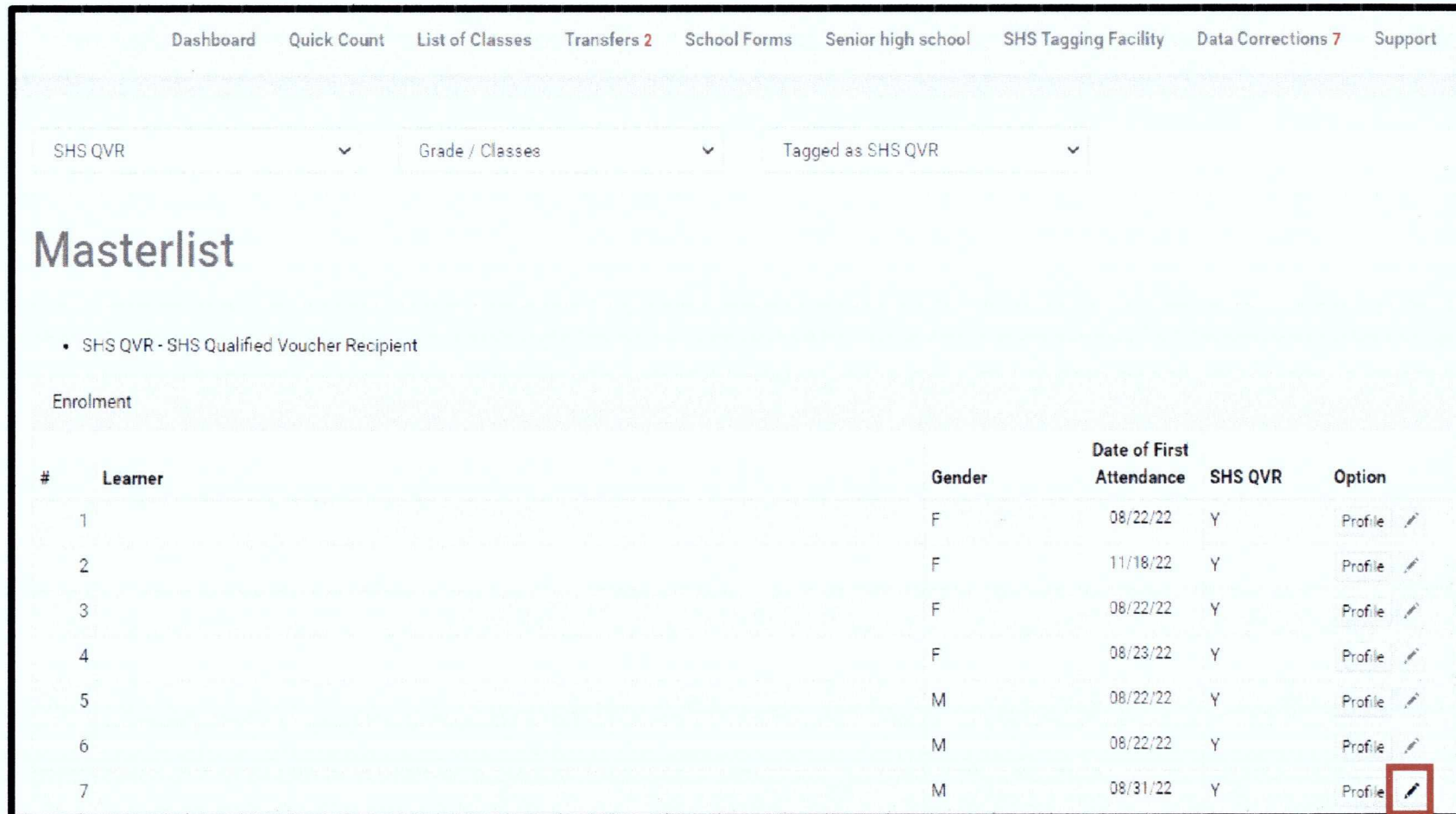
### Masterlist

- SHS QVR - SHS Qualified Voucher Recipient








Enrolment

#	Learner	Gender	Date of First Attendance	SHS QVR	Option
1		F	08/22/22	Y	Profile
2		F	11/18/22	Y	Profile
3		F	08/22/22	Y	Profile
4		F	08/23/22	Y	Profile
5		M	08/22/22	Y	Profile
6		M	08/22/22	Y	Profile
7		M	08/31/22	Y	Profile
8		F	08/22/22	Y	Profile
9		M	08/31/22	Y	Profile
10		M	08/31/22	Y	Profile

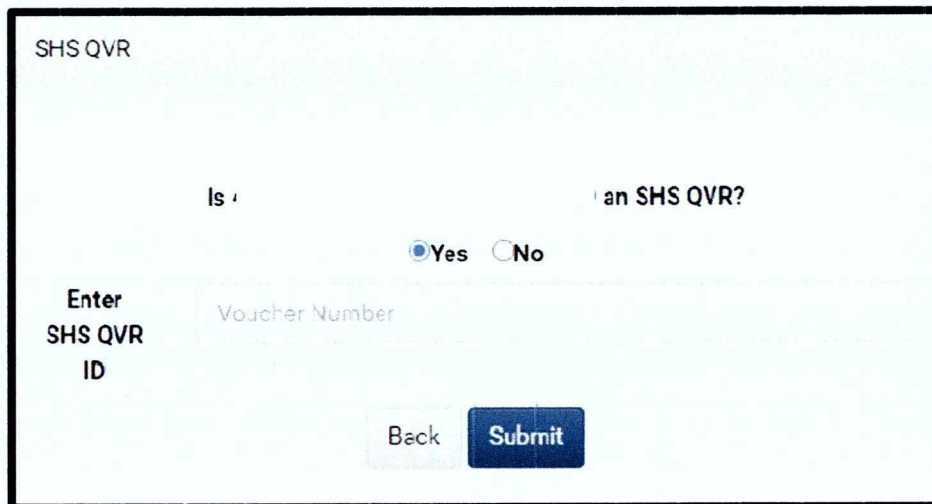
9. If the learner was already tagged and needs the ID to be added, click the 3<sup>rd</sup> dropdown menu, and select “Tagged as SHS QVR”, then click the pencil icon.



The screenshot shows the 'SHS Tagging Facility' interface. At the top, there is a navigation bar with links: Dashboard, Quick Count, List of Classes, Transfers 2, School Forms, Senior high school, SHS Tagging Facility, Data Corrections 7, and Support. Below the navigation bar, there are three dropdown menus: 'SHS QVR' (set to SHS QVR), 'Grade / Classes', and 'Tagged as SHS QVR'. The main content area is titled 'Masterlist' and contains a bullet point: 'SHS QVR - SHS Qualified Voucher Recipient'. Underneath, there is an 'Enrolment' section with a table of learner data.

#	Learner	Gender	Date of First Attendance	SHS QVR	Option
1		F	08/22/22	Y	Profile 
2		F	11/18/22	Y	Profile 
3		F	08/22/22	Y	Profile 
4		F	08/23/22	Y	Profile 
5		M	08/22/22	Y	Profile 
6		M	08/22/22	Y	Profile 
7		M	08/31/22	Y	Profile 

10. Add the SHS QVR ID the click the Submit button.



The screenshot shows a web form titled "SHS QVR". The form contains the following elements:

- A heading "SHS QVR" at the top left.
- A question: "Is [redacted] an SHS QVR?" with a redacted name.
- Two radio buttons: "Yes" (selected) and "No".
- A text input field labeled "Voucher Number" with a dashed border.
- A label "Enter SHS QVR ID" positioned to the left of the input field.
- Two buttons at the bottom: "Back" and "Submit".

# User Guide for Tagging of Learners with Early Childhood Care (ECCD) Assessment in the LIS

## Reminders:

- **Tagging of Early Childhood Care Development (ECCD) is for kindergarten learners who will turn five years old from November 1 to December 31 only.**

## Steps:

1. Go to the LIS website <http://lis.deped.gov.ph/> and log in **using the school user account.**

### Please sign in

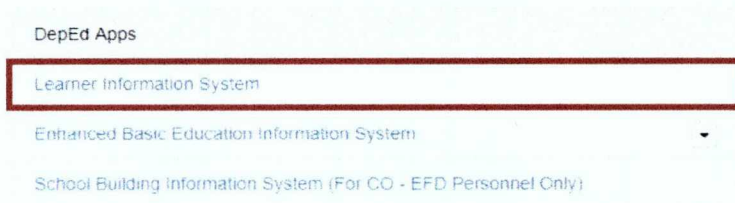
**Sign in**

#### Forgot password?

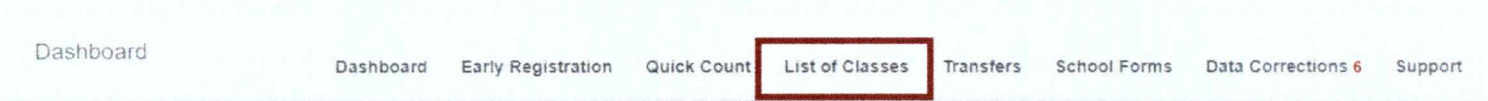
For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.



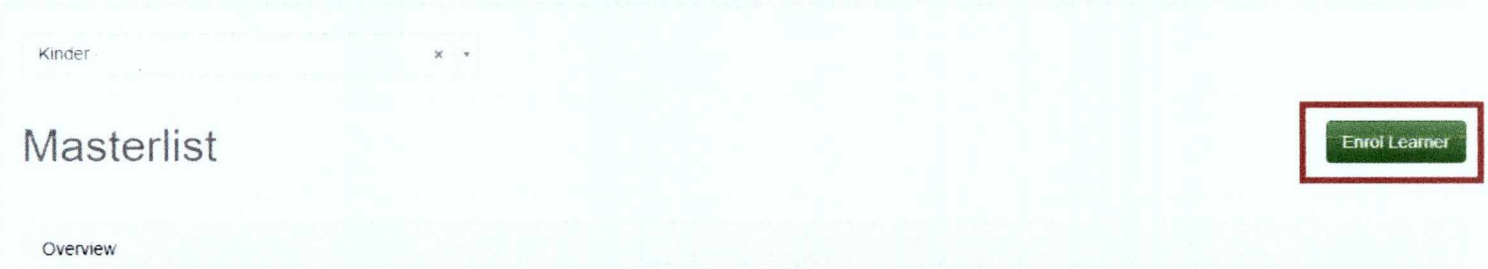
2. Once logged in, click the Learner Information System link.



3. In the Dashboard, click the List of Classes tab.



4. Click the Enroll button and Proceed Enrolment



### Kinder Enrolment

Use applicable documents as source to ensure accuracy of this enrolment transaction.

- NSO/Birth/Baptismal certificate
- Form 137/138



5. Click search LRN/ search by name.

Search Parameters


Cancel Search

Search by LRN

Search by Name

Last name \*

First name \*

A blue rectangular button with the text "Search" in white.



6. Click the New Record button.

The screenshot shows a web form titled "Record of" with a sub-header "Make sure search parameters are correct". A tooltip box on the right contains the text "Create a new record with the following details" and lists "First name" and "Last name" as required fields. A green "New Record" button is highlighted at the bottom of the tooltip. A message box in the center of the form says "No, this is correct. Create new record."

7. Fill in the learner's information. Make sure to enter the birth date correctly

The screenshot shows a form for "Enrollment" under the "Learner" section. The "Date of First Attendance" is set to "Jun 16 2025". The "Birthdate" field is highlighted with a red box and contains "Nov 20 2020". The "Gender" is set to "Female". A "Continue" button is visible at the bottom right.



7. Complete the learner's secondary data, then check the box labeled 'Undergone an Early Childhood Care and Development (ECCD) Assessment'.

List of classes Kinder - ABAC Enrolment

Learner

Last name  
 First name  
 Middle name NO MIDDLE  
 Birthdate 2020-11-20  
 Gender F

Enrolment

School year 2025 - 2026  
 Grade & Section Kinder - ABAC  
 Date of First Attendance 2025-06-16

- Arabic Language and Islamic Values Education
- Alternative delivery mode
- Undergone an Early Childhood Care and Development (ECCD) assessment

8. Notification appears that the learner has been enrolled.

Masterlist

Enrol Learner

Learner enrolment saved.

Overview

Adviser Non assigned

Kinder - ABAC / SY 2025-2026

Warning The following requires immediate attention:  
 no class adviser

Summary

No of learners			Male	Female	Total		Male	Female	Total
<b>1</b>		Transfer-in	0	0	0	CCT Recipient	0	0	0
Male	Female	Repeater	0	0	0	ALIVE	0	0	0
0	1					ECCD	0	1	1



9. The ECCD learner summary will be automatically updated.

## Masterlist

Enrol Learner

Learner enrolment saved.

Overview

**Adviser** Non assigned

Kinder - ABAC / SY 2025-2026

**Warning** The following requires immediate attention.

no class adviser

Summary

No of learners		Male	Female	Total		Male	Female	Total
1		0	0	0	CCT Recipient	0	0	0
Male	Female	0	0	0	ALIVE	0	0	0
0	1				ECCD	0	1	1



Bulletin

Previous Updates (previous-updates.html)

Manuals

Video Tutorials

Downloads

Infographics

Contact Us

## Bulletin

### Announcement

Tuesday, July 1, 2025

## Important Advisory

July 1, 2025

- **LIS BOSY 2025-2026 is now available for encoding including the following tagging facilities:**
  - ADM, BMI and SBFP
  - ESC and SHS QVR for Private Schools
  - Enrollment of Kindergarten particularly for learners whose birthdate is between November 1 to December 31 of the current SY. For the user guide, please click this link (Manuals/Tagging\_of\_ECCD.pdf).
- **Quick Count for K-12 and ALS facility has been reopened until July 31, 2025.**

June 16, 2025

- **The following facilities have been reopened for updating:**
  - K-12 and ALS EOSY SY 2024-2025
  - NSBI SY 2024-2025

June 11, 2025

- **Quick Count for K-12 and ALS facility is now open for encoding.**

**Note:** For Senior High Schools (SHS) participating in the Pilot Implementation of the Strengthened SHS Curriculum, please encode **Academic** learners to **General Academic Strand (GAS)** and **TechPro** learners to **Technical-Vocational-Livelihood (TVL) Track**.

May 5, 2025

- **NSBI Facility for SY 2024-2025 is now available for encoding.**

May 1, 2025

- **Uploading and validation in BEIS for SY 2024-2025 has been extended until May 16, 2025.**

April 11, 2025

- **The Department of Education would like to assure the users of the Learner Information**