



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent
DIVISION MEMORANDUM
SGOD-2023-075

To : SGOD and CID Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads and Teachers
Private Elementary and Secondary School Heads
All others involved

Subject : UPDATING OF LEARNERS' PROFILE IN THE LEARNERS
INFORMATION SYSTEM (LIS)

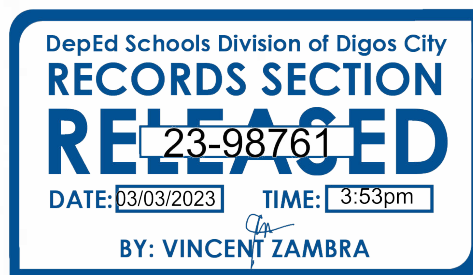
Date : March 3, 2023

Enclosed herewith is the Regional Memorandum No. PPRD-2023-020 dated March 1, 2023 from Maria Ines C. Asuncion, Director III, Office of the Assistant Regional Director, DepEd ROXI, relative to the **"Updating of Learners' Profile in the Learner Information System (LIS)"**, contents of which are self-explanatory.

Relative to this, all Public and Private School Heads are directed to monitor the implementation of the said activity starting from March 2, 2023 to March 10, 2023 specifically in the updating of **Learners Permanent Address** in the Learner Information System (LIS).

Attached is the User Guide in Updating the Learners Permanent Address. Please coordinate with Airon M. Alejandro, Planning Officer III, at mobile number 09187020545 or email address: airon.alejandro@deped.gov.ph for more queries.

For information, guidance and compliance.



CRISTY C. EPE
Schools Division Superintendent

Enclosed: As stated.

Reference: RM PPRD-2023-020, Unnumbered DepEd Advisory
To be indicated in the Perpetual Index
under the following subjects:

SGOD/PRME/aa SGOD PRME ISSUANCES



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

PPRD-2023-020

To : Schools Division Superintendents
Public and Private Elementary and Secondary Schools

Subject: UPDATING OF LEARNERS' PROFILE IN THE
LEARNERS INFORMATION SYSTEM (LIS)

Date : March 1, 2023

Relative to the Advisory issued by **Marieta C. Atienza**, PDO V Chief of the **Education Management Information System Division (EMISD)**, the facility to update the Learners Permanent Address is now available in the Learners Information System (LIS).

Anent, **all schools are directed to update their learners' profile from March 2, 2023 upto March 10, 2023** for the computation of the Net Enrollment Rate (NER) and Gross Enrollment Rate (GER).

For information and strict compliance.

ALLAN G. FARNAZO

Director IV

By the Authority of the Regional Director

MARIA INES C. ASUNCION

Director III
Office of the Assistant Regional Director

Enclosed: As stated.

ROP3/eads

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RELEASED

By: 16210
Date: March 2, 2023 Time: March 2, 2023



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 – Certified



Republic of the Philippines
Department of Education
PLANNING SERVICE

Education Management Information System Division

01 March 2023

ADVISORY

Please be reminded that the facility to update the Learners Permanent Address is now available in the Learners Information System (LIS). It is requested that **all schools must update** their learners' profile specifically the **Learners Permanent Address** from **March 02, 2023 to March 10, 2023**. The said data/information will be used for the computation of Real Net Enrollment Ratio (NER) and Gross Enrollment Ratio (GER) based on the learner's permanent address, in preparation of the Mandanas Ruling.

For clarification and inquiries, you may contact Education Management Information System Division (EMISD) at telephone number (02) 8635-3958; or e-mail at ps.emisd@deped.gov.ph

For immediate attention and dissemination.


MARIETA C. ATIENZA
PDO V Chief, EMISD

Updating Current Residence and Permanent Residence

IMPORTANT REMINDERS:

- For **Public schools**, the School Head, System admin, and the Adviser account can update the other data.
- For **Private schools**, the School Head and System Admin account can update the other data.
- Only learners with no pending approvals and/or issues can be updated.
- Zip Code is based on the Municipality.
- Zip code and barangay are required fields.
- Current and Permanent Residence can be done during enrolment and thru Update Other Data.

Procedure to update Current and Permanent Address

1. Go to the LIS website <http://lis.deped.gov.ph> and log in using the School Head, System admin, or Adviser.

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.

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

The screenshot shows a user profile page with the following elements:

- Navigation tabs: My Account, Administration
- Profile section: Full name Manna Claor Ortega, with a View Details button.
- DepEd Apps section: A list of applications with 'Learner Information System (STAGING)' highlighted in a red box. Other apps include Enhanced Basic Education Information System (DEV), School Building Information System (For CO - EPD Personnel Only), Basic Education Information System (DEV), Bayanihan 2 Basic Education System, National School Building Inventory System (DEV), WASH in Schools Online Monitoring System (DEV), and National Assessment Test Integration System (DEV).

3. Click **List of Classes** → Choose Grade & Section → Click **View Enrolment**.

The screenshot shows the 'List of Classes' page with the following elements:

- Navigation menu: Dashboard, Early Registration, Quick Count, **List of Classes** (highlighted), Transfers 2, School Forms, Senior high school, Data Corrections 0, Support
- Page controls: + Create Class, Select Tagging, SY 2022 - 2023
- Warning banner: Warning The following requires immediate attention.
- Class entry: Grade 7 (Year I) - A, with 1 pending transfer and 0 class adviser.
- Section entry: Grade 7 (Year I) SECTION A, with 1 student and a View Enrolment button highlighted in a red box.

4. Choose Learner → Click Profile.

Summary

No of learners			Male	Female	Total				Male	Female	Total		
2													
Male	Female					Transfer-in	0	2	2	CGI Recipient	0	0	0
0	2					Back-oral	0	1	1	ALIVE	0	0	0
						Repeater	0	0	0	ADM	0	0	0

Transferred out 0

Dropped out 0

No longer participating in learning activities 0

Repeater 0

Enrolment

#	Learner	Gender	Date of First Attendance	Status	
1		F	08/20/22	No status	Profile
2		F	08/22/22	No status	Profile



Indicates that the learner's Permanent Residence needs to be updated.

5. Click Update other data.

List of classes [Grade 7 \(Year 1\) - A](#) · [Learner Profiles](#)

Profile [Update other data](#) [Request Correction](#)

LRN

Last name

First name

Middle name

Gender

Birthdate

Mother's Maiden name

Guardian Relationship

Father

Current Residence

Religion

Mother Tongue

Dialects

Ethnicities

Enrolment [Correction of Grade Level](#)

Date of First Attendance
08/20/2022

Last SY attended
2021 - 2022

Last grade level
Grade 6

Transferred In

Section [View History](#)

6. Complete the Current Residence and Permanent Residence.

- If the learner's barangay is not on the list, kindly select "Other Barangay". Once selected, a text field will be displayed. Manually type the name of the barangay in this field.
- If the learner's Permanent Residence is the same with the Current Residence, click the "Same as current address" check box → Click Save Button.
- If different, click the dropdown for each field and select: Province, City/Municipality, Zip Code, and Barangay → Click Save Button.

<p>Current Residence</p> <p>Province NCR - NCR THIRD DISTRICT</p> <p>City/Municipality KALOOKAN CITY</p> <p>Zip Code 1400</p> <p>Barangay OTHER (Not in the list)</p> <p>Other barangay <input type="text"/></p> <p>Special Educational Needs</p> <p>Does this learner have Educational Needs? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Classification/Type of Learner Special Educational Needs (LSEN) -- Select --</p> <p><input type="button" value="Save"/></p>	<p>Permanent Residence</p> <p><input type="checkbox"/> Same as current address</p> <p>Province --select--</p> <p>City/Municipality --select--</p> <p>Zip Code --select--</p> <p>Barangay --select--</p> <p>Vaccination</p> <p>Is the learner vaccinated against COVID-19? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
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7. A notification message will appear after clicking the save button.

Learner profile updated.