



Republic of the Philippines
Department of Education
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

Memorandum:

To : District Supervisors
School Heads- Elementary & Secondary
District & School Statisticians- Elementary & Secondary
District & School ICT Coordinators - Elementary & Secondary
District & School Registrars- Elementary & Secondary
All Teachers – Elementary & Secondary

From : Salustiano T. Jimenez, LL.B, CESO VI
Schools Division Superintendent

Subject : Proofreading, Validating and Editing of LIS Issues

Date : October 2, 2014

1. Data for the Basic learner information has to be accurate for the database of learners. The Learner Registry captures & stores basic learner information and could be accessed through a secured facility to enhance tracking and decision-making on learners at various levels of DepEd management.
2. In view of the LIS issues submitted, the Central Office LIS Help Desk has provided necessary actions to make corrections. Attached herewith is the important notice from Mr. Jonathan Diche and also those found from the dashboard. (Attachment 1: Notice from Mr. Diche, & Attachment 2: from Dashboard)
3. The division has also made the procedure of thorough housekeeping at the school level which involves the teachers, school registrars, school statisticians, ICT coordinators and the School Head. Said procedure is also attached to this memorandum. (Attachment 3: Procedure from the Division Planning Office Help Desk)
4. At the school level, manual proofreading and validation of LIS data with respective legal documents or its equivalent will be done by the teacher and the school registrar together. Identified data to be corrected will then be edited by the teacher and the statistician.
5. However, **number 6** in the Important Notice from Mr. Diche enumerates those issues which should be reported to the Division Office for validation and will be endorsed again to the Central Office for proper action.
6. Please call the Division Planning Office Help Desk for technical assistance.
7. The deadline for issues that could be edited at your level will be on **October 15** and the deadline for submission of issues to be endorsed to the Central Office shall be on **October 13**.
8. All District Supervisors are requested to closely monitor the progress of this endeavour.
9. For immediate dissemination and compliance.


SALUSTIANO T. JIMENEZ, LL.B. CESE
Schools Division Superintendent
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02 OCT 2014

Jonathan Diche

Important Notice (September 29, 2014) - Latest Updates and Advisory:

1. LIS deadline is extended until the 3rd week of October 2014. Memorandum from Central Office will be issued within the week;
2. Facility will be available (within the week) to school, division & regional users to resolve issues of Multiple Enrollment. Schools are instructed to submit necessary documents (SF 1, SF 2 & Letter from School Head) to support claims of enrollment. The new facilities will also resolve issues related to ages that are Out of Range in the school level;
3. LIS data in EBEIS is not in a real time/seamless updating/integration so adjustments made in LIS will be pushed in EBEIS thru batch upload and by schedule;
4. Tagging of Learner who is considered No Longer in School (NLS) is also set to be deployed in LIS within the week. Basically, NLS is for learner who left the school but is not yet confirmed as a dropout or transferred out. If at the EOSY, learners who moved out without receiving schools shall be considered dropped by default;
5. Tracking Facility is now available for learners who transferred within the public school system;
6. The following data issues/concerns should be reported to the Division Office for validation and endorsement to the Central Office:
 - 6.a Correction of name, date of birth and gender of learner (issues on ages that are out of range is not included)
 - 6.b Change of grade/year level
 - 6.c Change of date of 1st day of attendance (request for additional or removal of BOSY enrollment)
 - 6.d Un-enrolling learner who appeared in 2014 Masterlist but never attended school (not even for a day) since the opening of classes
7. The following are the additional facilities/system enhancements to be deployed within the school year:
 - 7.a Automatic tagging of learner who transferred out/in prior to the deployment of Tracking Facility
 - 7.b Re-entry of learners who previously transferred to other school/s
 - 7.c Installation of school and division facility to monitor pending request/s regarding the confirmation of transferred out (dashboard alert) and
8. PEPT acceleration

LIS Help Desk

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11:57:25-136

Dashboard | Masterlist | List of Classes | School Forms | Support


Dashboard

Sep 30, 2014 2:15

BOSY - Sep 30, 2014 2:15

BOSY Enrollment with issues

The following learner has been found to have invalid data in its birth certificate record. Propose corrections for them now.

Learner record	Issue	Proposed Action
	Multiple enrollment	See Evidence

IMPORTANT:
Review the information reflected in birth certificate and School Registry (SF 1) and compare with the information of learner as registered in LIS by clicking the LRN.

To resolve issues pertaining to Multiple Enrollment, the determining factor is the 1st day of attendance in school of the learner. In what school the learner attended classes as of June 6, 2014?

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School A

Dashboard | Masterlist | List of Classes | School Forms | Support

Dashboard

School A

LRN: [REDACTED]

Full Name: [REDACTED]

Gender: [REDACTED]

Birthdate: [REDACTED]

Home Address: [REDACTED]

Class Name: [REDACTED]

Current Registrar: [REDACTED]

Guardian: [REDACTED]

Relationship: [REDACTED]

Father: [REDACTED]

Region: [REDACTED]

Mother Tongue: [REDACTED]

Disabilities: [REDACTED]

Date of First Attendance: [REDACTED]

Current School: School B

Date of First Attendance: [REDACTED]

Current School: School A

By viewing the enrolment history, we can notice that another school is also claiming learner's enrolment by declaring June 2, 2014 as the date of 1st appearance in School 2. To determine the rightful owner, validate the SF 2 for the month of June and check the actual attendance of Learner as certified correct by the class adviser.

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Dashboard Marketplaces Learner Issues School Enrolment Support

School A

Enrolment with issues

By viewing the enrolment history, we can notice that another school is also claiming learner's enrolment by declaring June 2, 2014 as the date of 1st appearance in School 2. To determine the rightful owner, validate the SF 2 for the month of June and check the actual attendance of Learner as certified correct by the class adviser.

Learner record	Issue	Proposed Action
12	Multiple enrolment	Unenroll
		Confirm Valid
		Unenrol

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Pop up

2

Enrolment with issues

In case the learner actually left School A before June 6, 2014 or transferred in to School A after June 6, 2014 and onwards, the action to be taken of School A is to UNENROLL the learner.

1. From Proposed Action droplist, select Un-enrol
2. Pop-up will again ask the confirmation to unenrol (once unenrolled, learner can not be moved back to the list)

Learner record	Issue	Proposed Action
12	Multiple enrolment	Unenroll
		Confirm Valid
		Unenrol

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Dashboard Reports List Classes Term Links System

Check the system confirmation.

BCSY Enrolment with issues

Proposed Action

Learner record	Issue	Proposed Action
	Multiple enrolment	Confirm Valid

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Slide 1 - Data Issues Management...

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Dashboard Reports List Classes Term Links System

School B

Check the system confirmation.

BCSY Enrolment with issues

Since learner actually attended School B on June 6, the proposed action is to Confirm the Enrolment.

From Proposed Action droplist, select CONFIRM VALID

Learner record	Issue	Proposed Action
	Age out of range	Confirm Valid

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Web: Data Issues Management System

Home

Dashboard

BOSS* Enrolment with Issues

You may find enrolment records with issues that you should take corrective action. Propose corrections for them now.

Learner record	Issue	Proposed Action
[Redacted]	Age out of range	Update profile
[Redacted]	Multiple enrolment	Cancel enrolment

Check the system confirmation

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Web: Learner Information System

Home

Dashboard Master List of Data Issues Data Filter Submit

BOSS* Enrolment with Issues

You may find enrolment records with issues that you should take corrective action. Propose corrections for them now.

Learner record	Issue	Proposed Action
[Redacted]	Age out of range	Update profile
[Redacted]	Multiple enrolment	Cancel enrolment

To correct/validate Date of Birth (Age Out of Range)

1. Click the LRN to display profile of learner

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2 → Update

LAN: 0012242424
 Full name: [REDACTED]
 Gender: [REDACTED]
 Birthdate: 1978-05-22 [Calendar icon]

Date of first attendance: 2014-06-16

Mother name: [REDACTED]
 Current Residence: [REDACTED]

Guardian Relationship: [REDACTED]
 Father: [REDACTED]
 Religion: [REDACTED]
 Mother Tongue: [REDACTED]
 Dialects: [REDACTED]
 Ethnicities: [REDACTED]

2. Click the Update (blue button) to activate edit mode

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Update

First name: [REDACTED] Middle name: [REDACTED] Last name: [REDACTED] Ext name: [REDACTED]
 Gender: [REDACTED] Birth date: [REDACTED] Mother's maiden name: [REDACTED] Residence: [REDACTED]

3. Click the Calendar icon to display date (other option: type/input date using Year (yyyy) – Month (00)-Day (00))

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Learn Information System

LEARNER 202142140096

Dashboard My Profile List of Classes School Profile Support

Member Grade 9 Year 02 Group Profile Update Profile

Learn Information System

Profile

SALE AMIN

Gender: Female

2006 January

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

2006 2007 2008 2009 2010 x Clear

4. Select Year, Month and Click Day to apply selected date (must click date)

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Learn Information System

LEARNER 202142140096

Dashboard My Profile List of Classes School Profile Support

Member Grade 9 Year 02 Group Profile Update Profile

Learn Information System

Profile

SALE AMIN

Gender: Female

First name: [Redacted]

Middle name: [Redacted]

Last name: [Redacted]

Ext name: [Redacted]

Gender: Female

Birth date: [Redacted]

Mother's maiden name: [Redacted]

Residence: [Redacted]

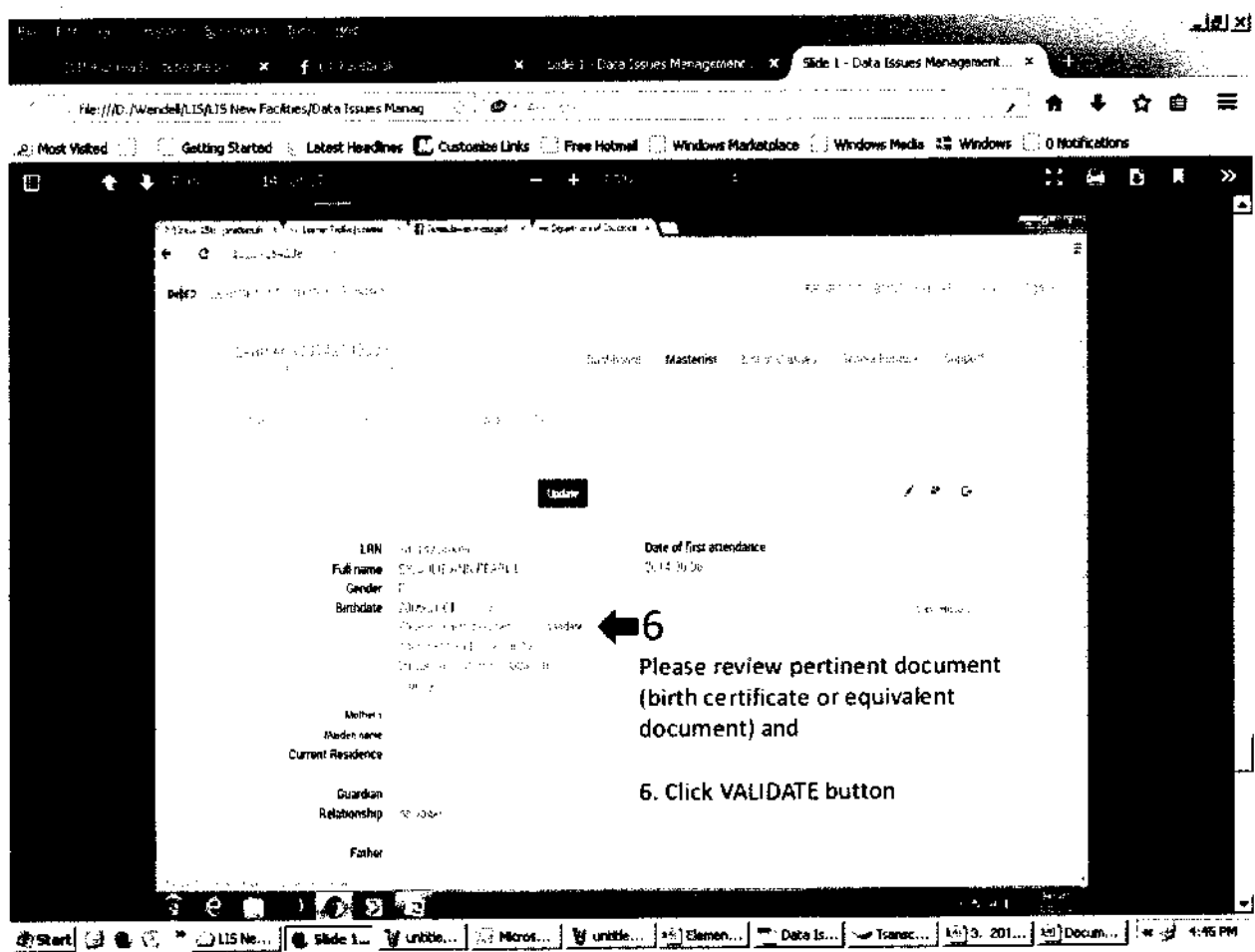
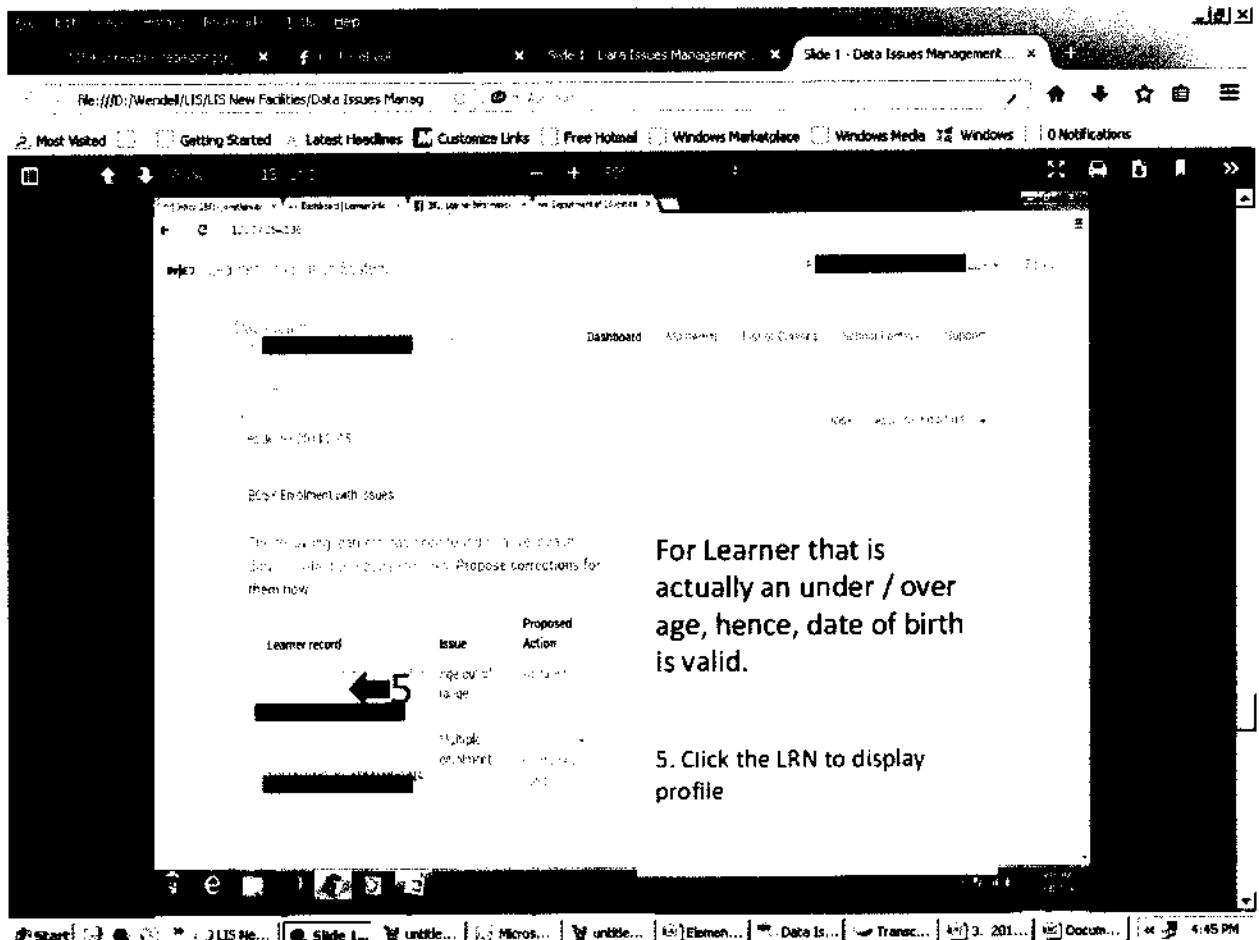
Update

Check the system confirmation

Details

Name Relationship

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[Dashboard](#)
[My Enrollments](#)
[My Enrollment Issues](#)
[My Enrollment History](#)

BOSY Enrollment with issues
 You may have enrollment issues that need to be resolved. You can check for enrollment issues and propose corrections for them now.

Learner record	Issue	Proposed Action
[Redacted]	Enrollment date out of range	Cancel
[Redacted]	Multiple enrollments	Cancel

Done! Correction and validation made in the Dashboard will be reflected on the following day. For Multiple enrollment that has not been settled after 2 days, division office will make the follow up for school that is not yet confirming/un-enrolling learners with multiple enrolment issues.

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Division Level

Instructions on the Proofreading/Validating and Editing of LIS issues from School level

Person/s concerned	Steps
<p>School Statisticians</p>	<p>Step 1 . School Statisticians to Generate Form 1</p> <p>Step 2 “SAVE” the excel form and insert a row in between. This space is intended for corrections to be made. Encode “Validated by School Registrar and Teacher” “, Edited by School Stat and Teacher “, “Certified validated and edited by School Head” Give samples during the orientations</p>
<p>District Supervisor/ DIC</p>	<p>Step 3 Conduct orientation to all School Heads with School Stat on:</p> <ul style="list-style-type: none"> a. Purpose of reviewing ,Team proofreading/validating and Editing b. How to proofread/validate and edit c. How to use the generated Form 1 during the proofreading/ validating and how to record corrections in red ink d. Organize and schedule of proofreading/validating and Editing so as not to disrupt classes
<p>School Head to be assisted by the School Stat, School ICT Coord and School Registrar</p>	<p>Step 4 Conduct orientation to all teachers with school stat & school registrar on:</p> <ul style="list-style-type: none"> a. Purpose of reviewing ,Team proofreading/validating and Editing b. How to proofread/validate and Edit c. How to use the generated Form 1 during the proofreading/ validating and how to record corrections in red ink d. Organize and schedule of proofreading/validating and Editing so as not to disrupt classes
<p>Teacher with School Registrar</p>	<p>Step 5 School Level: Proofreading/Validating</p> <ul style="list-style-type: none"> a. Teacher validates Form 1 with School Registrar b. Teacher records corrections above items to be corrected in red ink c. Records what document was used in validating at the last column of Form 1 (Remarks) d. Teacher and School registrar to sign under the space provided in the Form 1 for “Validated” e. Gives validated form 1 to school stat for editing
<p>Teacher with School Statistician</p>	<p>Step 6 Editing</p> <ul style="list-style-type: none"> a. School Stat with Teacher to do the necessary editing for Learner Profile b. After editing click “submit” c. School Stat to sign on the space provided for “Edited” in the Form 1

Note: This is our final LIS Housekeeping at school level.

Data to Proofread/validate	Document
LEARNER PROFILE	
LRN	Form 1
Surname Middle Name First Name Gender	Birth Certificate or its equivalent document
Birth Date Month Day Year	
Father	
Mother's Maiden name	
Religion	
Guardian Relationship Relative	
Current Residence	Interview
Dialects	Interview
Mother Tongue	interview
Ethnicities	CVF-2 from DSWD
Enrolment Issue and Other Issues	
Duplicate LRN	Form 1 and LIS
Two learners in one LRN	Form 1 and LIS
Duplicate Enrolment	LIS
Transfer from one section to another	LIS
Transfer from level to another Ex: Gr. 1 to 2 or vice versa	Form 137
Balik-aral	Form 137
Date of Enrolment	
Other issues not mentioned above	

Note:

1. These tasks should be done seriously.
2. Proofreading and validating should be done by Teacher and School Registrar **together**.
3. Editing should be done by Teacher and School Statistician **together**.
4. District Cong. Leaders, District Supervisors and School Heads are requested to strictly implement, monitor and provide technical assistance to the ones concerned.
5. We expect for utmost accuracy of LIS data for the good of every learner.