

Enrolment of Grade 12 with GAP

Here are the steps:

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

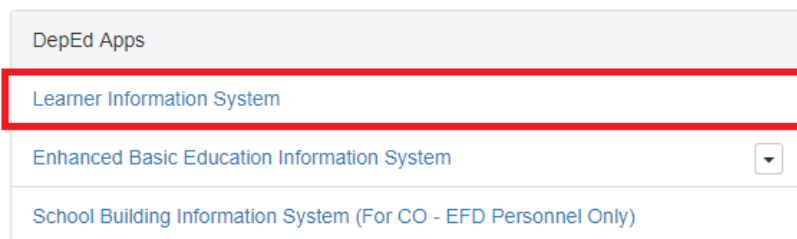
Please sign in

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.

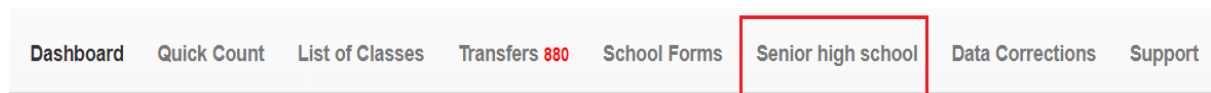
2. Once login, click the Learner Information System link.



DepEd Apps

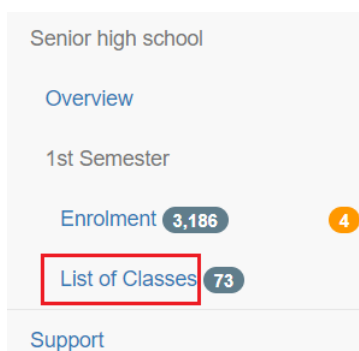
- Learner Information System
- Enhanced Basic Education Information System
- School Building Information System (For CO - EFD Personnel Only)

3. Click the Senior high school tab.



Dashboard Quick Count List of Classes Transfers 880 School Forms Senior high school Data Corrections Support

4. On the left side pane, click the List of Classes link.



Senior high school

- Overview
- 1st Semester
 - Enrolment 3,186 4
 - List of Classes 73
- Support

5. Look for the Class Name. Then, click the Enrol link.

#	Program	Grade level	Section name	Enrolment			
				M	F	T	
1	Academic Track Humanities and Social Sciences	12	ABC	1	0	1	Enrol Enrolment Edit

6. Follow the same process in enrolling the learner.

7. Click the Enrolment with GAP option. Then, click the Continue button.

Step 1: Learner XXXXXXXXXX
 Step 2: Please choose the appropriate EOSY 2017 status below:

Regular Grade 12

Grade 11 completer

Grade 11 completer (with shifting within the same track)

School Abroad

From International School based in the Philippines

Irregular Grade 12

G11 1st Incomplete 2nd Complete

G11 1st Complete 2nd Incomplete

G11 1st Incomplete 2nd Incomplete

Enrolment with GAP

[Continue](#)

8. Complete the Date of First Attendance. Then, click the Continue button.

9. Under the Enrolment panel, complete the required fields.

a. Last School Year Attended

Last School Year Attended

SY 2017 -2018 ▼

-- select --

SY 2016 -2017

SY 2017 -2018

--select-- ▼

b. Last Semester

Last Semester Attended

--select--
 --select--
 1st Semester
 2nd Semester

c. Attended the Same School

Attended the same School?

- Yes
- No

If No, complete the Last School Attended.

Last School Attended

School name or ID

d. Last Grade Level Attended

Last Grade Level Attended

--select--
 --select--
 Grade 11
 Grade 12

e. Under Program Status, select the appropriate learner's status.

Program Status

--select--
 --select--
 Regular G11
 Regular G11 same track
 Irregular G11 1st Incomplete 2nd Complete
 Irregular G11 1st Complete 2nd Incomplete
 Irregular G11 1st Incomplete 2nd Incomplete
 No 1st sem during G11 with 2nd sem complete
 No 1st sem during G11 with 2nd sem incomplete (failed subject/s)
 No 1st sem during G11 with 2nd sem dropout
 No 2nd sem during G11 with 1st sem complete
 No 2nd sem during G11 with 1st sem incomplete (failed subject/s)
 No 2nd sem during G11 with 1st sem dropout

f. Remarks

Remarks

10. Complete/update secondary information (if necessary).

11. Click the Enrol button.

A notification message will be displayed once the learner's enrolment is saved.

Learner's name will be reflected in the masterlist with tagged as with Pending Enrolment and for approval of the Division Planning Officer.