

d. At the end of SY 2013-2014, update the enrolment status of learners based on the *School Report on Promotions*. The enrolment status of the learner shall be any of the following:

- i. *Promoted* when the learner has achieved the necessary competencies in all subject areas to move to next grade/year level;
- ii. *Irregular* when the learner will move to the next grade/year level but with the condition that he/she completes remedial classes in the learning areas where desired level of proficiency has not been achieved;
- iii. *Retained* when the learner has not achieved the necessary competencies to move to the next grade/year level, hence retained in the same grade/year level;
- iv. *Dropped Out* when the learner has left the school and has not completed the full term in said school for reasons other than transferring to another school; and
- v. *Transferred Out* when the learner has transferred to another school within the school year.

5. The following timeline in the updating of LIS for SY 2013-2014 shall be observed:

LIS Activity	Official Responsible	Timeline for Encoding and Updating
Updating of LIS for beginning of SY 2013-2014	School Heads	February 24-March 31, 2014
Updating of LIS for end of SY 2013-2014		March 3 - April 30, 2014

6. The LIS shall be accessed through the web address: [www.lis.deped.gov.ph](http://www.lis.deped.gov.ph) using the same school username and password used in the previous system and in the EBEIS. This account will default to the privileges of a SH that allows for access to the school's master list of learners for all grade/year levels. From this access point, the SH can create user accounts for different school personnel whom he/she authorizes to access the LIS. A detailed manual of operations including these guidelines are accessible in the LIS homepage through this link: [www.lis.deped.gov.ph/help](http://www.lis.deped.gov.ph/help).

7. The regional directors through the Regional Planning Units and the schools division superintendents through the Division Planning Units shall jointly provide technical assistance to the schools to ensure the timeliness, accuracy and completeness of submitted data.

8. The schools division offices shall oversee the encoding of data for schools with no access to Internet facilities.

9. All personnel involved in the LIS at the schools, district and division levels are allowed to render overtime services during weekdays, weekends, and holidays when necessary to meet the LIS target schedules. At the school level, these overtime services can be converted to service credits.

10. All previous issuances relative to this Order, which are found inconsistent are deemed superseded or modified accordingly.

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

  
**BR. ARMIN A. LUISTRO FSC**  
 Secretary