



Republic of the Philippines
Department of Education

06 MAR 2014

DepEd ORDER
No. **13**, s. 2014

**LEARNER INFORMATION SYSTEM (LIS) UPDATING OF LEARNER PROFILES
FOR SCHOOL YEAR (SY) 2013-2014**

To: Bureau Directors
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The Department of Education (DepEd) has enhanced its Learner Information System (LIS), which is ready for **Updating of Learner Profiles for School Year (SY) 2013-2014** through online access starting February 26, 2014.
2. The LIS has the following additional features:
 - a. support to the Mother-Tongue Based-Multilingual Education (MTB-MLE) and Inclusive Education;
 - b. incorporation of the revised and simplified School Forms 1, 4 and 5, which are being implemented through DepEd Order No. 4, s. 2014 entitled *Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014*; and
 - c. enhanced facilities which can improve data accuracy and system security.
3. All school heads of public schools are directed to immediately update their learner's profiles for this SY following the housekeeping of their learners' data in the LIS stipulated in DepEd Order No. 33, s. 2013 entitled *Learner Information System (LIS) Data Housekeeping and Implementation for School Year 2013-2014*.
4. In updating learner data, the concerned personnel shall follow these steps:
 - a. Register new public school learners for SY 2013-2014. These include those enrolled in Kindergarten for SY 2013-2014 and those enrolled in private schools in SY 2012-2013.
 - b. Register learners who are enrolled in SY 2013-2014 but do not have any LRNs yet after ensuring that a thorough search in the LIS has been conducted. Determine whether or not the learner's name already exists in the Learner Registry before he/she is enrolled for the SY. The improved *Search Learner* facility of the LIS shall aid in determining whether the learner already has a Learner Reference Number (LRN) or not. Learner's uniqueness must be established so that he/she is only assigned one LRN throughout the entire Basic Education Program.
 - c. Update learners' data for beginning of SY 2013-2014, using data from manually-prepared Form 1: School Register to ensure completeness of information.