**LEARNER INFORMATION SYSTEM
REMINDERS AND BASIC INSTRUCTIONS ON HOUSEKEEPING OF
SY 2012-2013 MASTERLIST OF STUDENTS

1. In compliance with DepED Order No. 33, s. 2013 Learner Information System (LIS) Data Housekeeping and Implementation for SY 2013-2014, all public schools and ALS CLCs shall undertake the review and clean-up (housekeeping) of learner data in the LIS to resolve issues identified from the review of the previous SY data.

2. The said Housekeeping will only cover learner data entered for SY 2012-2013 on the LIS (lis.deped.gov.ph). Any learner that is not on the Housekeeping is not to be included, these include your claims on missing learners with or without LRN for SY 2012-2013, Class Advisers, Grades and Sections.

3. The following are not allowed in the housekeeping:
a. Adding of Learner
b. Adding of Class Adviser or Correction of Adviser Name
c. Adding of section or correction or removal of section name.
d. Combining of learners in once section is also not allowed.
e. Adding of grade
f. Generation of new LRN.

4. THE OBJECTIVE OF THE HOUSEKEEPING IS TO SANITIZE OR CORRECT THE LEARNER DATA ENTERED ON LIS FOR SY 2012-2013 ONLY.
- meaning, database for SY 2012-2013 only can be accessed on the LIS site;
- schools should only clean the records of students;
- do not mind if records of students for SY 2012-2013 are missing;
- adding of learners would be done after housekeeping to minimize data errors;

5. HOW TO ASSIGN A CLASS ADVISER TO A CLASS?
- is basically how to assign a designated user to do the housekeeping for a particular section.

6. FOR DUPLICATE LRN: be careful in marking duplicate LRN, the LRN which was already assigned to the student should be retained; for transferees-in, their LRN from their previous school should be retained in case the adviser/ or the school has assigned him/her another LRN.

7. Mark students no longer in the school (transferees out or drop-outs) as of March 31, 2013.

8. Other than letters and numbers, the only acceptable character for LIS is a dash (-)
- Just put space in entries in replacement for (,) or (.)
- If there is no mother's maiden name, just put NA
- If there is no middle name for student, just put NA

9. For students who are yet to submit their birth certificate, indicate age in Estimated Age as of March 31, 2013.

10. You cannot click FINISH in Step 2 unless all details of the students in the class are edited; you have to click either "Promote" or "Retain" a student in Step 2.

11. The facility for updating of Learner for SY 2013-2014 are still being revised. A notice will be issued when you can start the updating.**