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.
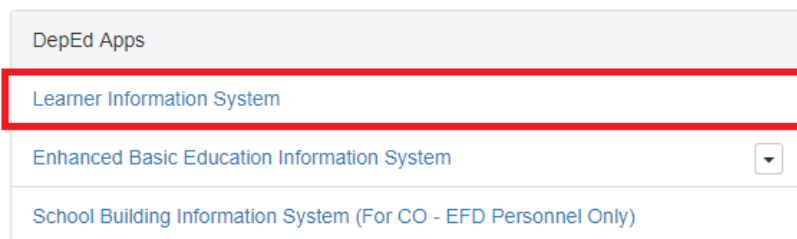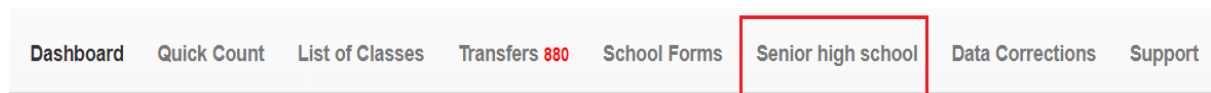

2. Once login, click the Learner Information System link.

3. Click the Senior high school tab.

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

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

Step 2: Please choose the appropriate EOSY 2017 status below:

Regular Grade 12	Irregular Grade 12
○ Grade 11 completer	○ G11 1st Incomplete 2nd Complete
○ Grade 11 completer (with shifting within the same track)	○ G11 1st Complete 2nd Incomplete
○ School Abroad	○ G11 1st Incomplete 2nd Incomplete
○ From International School based in the Philippines	⦿ 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.