**FINAL LIS HOUSEKEEPING FOR 2014**

**Instructions on the Proofreading/Validating and Editing of LIS issues from School level**

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| **Person/s concerned** | **Steps** |
| **School Statisticians** | **Step 1 .** School Statisticians to **Generate Form 1** |
| **Step 2 “ SAVE**” the excel form and **insert a row in between**. This space is intended for corrections to be made. Encode “ Validated by School Registrar and Teacher” “, Edited by School Stat and Teacher “, “Certified validated and edited by School Head” Give samples during the orientations |
| **District Supervisor/ DIC** | **Step 3 Conduct orientation to all School Heads with School Stat on:**   1. Purpose of reviewing ,Team proofreading/validating and Editing 2. How to proofread/validate and edit 3. How to use the generated Form 1 during the proofreading/ validating and how to record corrections in **red ink** 4. Organize and schedule of proofreading/validating and Editing so as not to disrupt classes |
| **School Head**  to be assisted by the School Stat, School ICT Coord and School Registrar | **Step 4 Conduct orientation to all teachers with school stat & school registrar on:**   1. Purpose of reviewing ,Team proofreading/validating and Editing 2. How to proofread/validate and Edit 3. How to use the generated Form 1 during the proofreading/ validating and how to record corrections in **red ink** 4. Organize and schedule of proofreading/validating and Editing so as not to disrupt classes |
| **Teacher with School Registrar** | **Step 5 School Level: Proofreading/Validating**   1. Teacher validates Form 1 with School Registrar 2. Teacher records corrections above items to be corrected in red ink 3. Records what document was used in validating at the last column of Form 1 (Remarks) 4. Teacher and School registrar to sign under the space provided in the Form 1 for “Validated” 5. Gives validated form 1 to school stat for editing |
| **Teacher with School Statistician** | **Step 6 Editing**   1. School Stat with Teacher to do the necessary editing for Learner Profile 2. After editing click “submit” 3. School Stat to sign on the space provided for “Edited” in the Form 1 |

Note: This is our final LIS Housekeeping at school level.

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| **Data to Proofread/validate** | **Document** |
| **LEARNER PROFILE** |  |
| **LRN** | **Form 1** |
| Surname  Middle Name  First Name | **Birth Certificate or its equivalent document** |
| **Gender** |
| **Birth Date**  Month  Day  Year |
| **Father** |
| **Mother’s Maiden name** |
| Religion |
| **Guardian**  Relationship  Relative | Interview |
| **Current Residence** | Interview |
| Dialects | Interview |
| **Mother Tongue** | interview |
| **Ethnicities** | CVF-2 from DSWD |
|  |  |
| **Enrolment Issue and Other Issues** |
| **Duplicate LRN** | Form 1 and LIS |
| **Two learners in one LRN** | Form 1 and LIS |
| **Duplicate Enrolment** | LIS |
| **Transfer from one section to another** | LIS |
| **Transfer from level to another**  **Ex: Gr. 1 to 2 or vice versa** | Form 137 |
| **Balik-aral** | Form 137 |
| **Date of Enrolment** |  |
| **Other issues not mentioned above** |  |

**Note:**

1. These tasks should be done seriously.
2. Proofreading and validating should be done by Teacher and School Registrar **together.**
3. Editing should be done by Teacher and School Statistician **together.**
4. District Cong. Leaders, District Supervisors and School Heads are requested to strictly implement, monitor and provide technical assistance to the ones concerned.
5. We expect for utmost accuracy of LIS data for the good of every learner.

  