Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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Memorandum:

To	:	All District Supervisors
		All School Heads
		Private Schools Administrators
		District Statisticians (Elem, JHS, SHS)
		District Registrars (Elem, JHS, SHS)
		All Personnel Involved in the LIS and EBEIS
From	:	**Schools Division Superintendent**
Subject	:	**End of School Year 2017-2018 Updating of Learner Profiles on the Learner Information System (LIS) And Additional Data Requirements In the Enhanced Basic Education Information System (EBEIS) For SHS**
Date	:	April 2, 2018

1. Per Memorandum DM-PFO-2018 -0434 dated March 23, 2018, all public and private elementary and secondary schools, state universities and colleges (SUCs) offering, elementary and secondary education, are directed to update their learners' profiles and other data requirements through the LIS and EBEIS.

2. Please take note of the additional elements for the Enhanced Basic Education Information System (EBEIS) particularly for the Government Junior High School Profile (GJHSP) and Government Senior High School Profile (GSHSP).

3. There are eleven (11) facilities available in the Learner Information System (LIS) and five (5) other facilities to be deployed.

4. The following timeline in the conduct of LIS and EBEIS activities shall be observed:

LIS & EBEIS Activities	Timeline
Start of Encoding EOSY 2017-2018	March 21, 2018
Submission	March 21- April 30, 2018
Deadline of Validation	April 30, 2018
Closing of System	May 1, 2018

5. Hereunder is the schedule for technical assistance to be provided by the Division Planning Office to districts/schools with problems. To facilitate the flow of work, Kindly bring pocket Wifi and basic documents of the learners.

Date	Congressional District
First Week of April (April 2-7, 2018)	**Second Cong. District**
Second Week of April (April 9-14, 2018)	**First Cong. District**
Third Week of April (April 16-20, 2018)	**Third Cong. District**

6. For more information, please refer to Memorandum DM-PFO -2018-0434 hereto attached.

7. Please be guided accordingly.

SALUSTIANO T. JIMENEZ, CESO VI
OIC, Office of the Asst. Regional Director, NIR
Concurrent OIC Office of the Schools Division Superintendent

0 3 APR 2018

MEMORANDUM
DM-PFO-2018-0434

TO: Regional Secretary, ARMM
        Regional Directors
        Schools Division/City Superintendents
        Heads, Public & Private Elementary and Secondary Schools
        Heads, SUCs/LUCs Offering Basic Education
        All Others Concerned

FROM: **JESUS L.R. MATEO**
        Undersecretary

SUBJECT: *END OF SCHOOL YEAR 2017-2018 UPDATING OF LEARNER PROFILES ON THE LEARNER INFORMATION SYSTEM (LIS) AND ADDITIONAL DATA REQUIREMENTS IN THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) FOR SHS*

DATE: March 23, 2018

1. The Department recognizes the importance of maintaining accurate and quality data and other relevant basic education data in addressing the needs of our schools and learners in support to the performance evaluation of the basic education sector vis-à-vis the achievement of DepEd's goals as stated in the ten-point agenda of the current administration and Social Development Goals (SDGs) and other international commitments.

2. For End of School Year 2017-2018 data, all public and private elementary and secondary schools, state universities and colleges (SUCs) offering elementary and secondary education, are directed to update their learners' profiles and other data requirements through the LIS and EBEIS.

3. The updating of information of learner's basic profile, enrolment status, end of school year academic accomplishment for the whole school year in the LIS and EBEIS and all

useful data and information is needed for planning & budgeting, allocation of resources, and setting operational targets.

4. The LIS and EBEIS can be accessed through the web addresses: http://lis.deped.gov.ph and http://ebeis.deped.gov.ph, respectively. A single sign-on is available, linking both systems.

EBEIS

There will be additional data elements for Government Junior High School Profile (GJHSP) and Government Senior High School Profile (GSHSP):

Table1.a Number of Math and Science Teachers:

Number of Math and Science Teachers in SHS	Nationally-Funded Teachers		LGU-Paid Teachers		Part-time Teachers	
	Math	Science	Math	Science	Math	Science
Major in Math						
Minor in Math						
Major in Science						
Minor in Science						
Others						

Note: A teacher can only be counted once (e.g. both teaching Math and Science)

Table 1.b Number of Math and Science Teachers:

Number of Math and Science Teachers in SHS	Nationally-Funded Teachers		LGU-Paid Teachers		Part-time Teachers	
	Math	Science	Math	Science	Math	Science
Major in Math						
Minor in Math						
Major in Science						
Minor in Science						
Others						

Note: Teachers can be counted more than once if (i) they are major in Math and minor in Science, or (ii) they are major in Science and minor in Math

LIS

The following facilities are now available in the system:

1. Resolution of Transfer Disputes

2. Correction of Grade Level (with Kindergarten Catch-Up Program)
3. Enrollment of Balik-Aral Learners
4. Class Removal for Senior High School
5. Transfer Facility for Senior High School
6. Updating for SHS First (1st) Semester Status
7. Enrollment of SHS Second (2nd) Semester
8. Correction of Learner Profiles with current Enrollment for SHS
9. Correction of Grade Level for End of School Year from Kindegarten to Grade 10
10. Report Generation of School Form 1, 3 5 and 6
11. Updating of Kindergarten to Grade 10 EOSY 2017-2018

Other facilities to be deployed:
1. Updating of SHS eosy 2017 2018
2. Resolve decline with unsettled account
3. Correction of Grade Level must not be limited to education level in addressing issues of PEPT and A&E Passers.
4. Restoration of the facility to acknowledge transferred in learners – Removal of confirmed acknowledgement
5. Facility for change of track and specialization for SHS

5. The following timeline in the conduct of LIS and EBEIS activities shall be observed:

LIS & EBEIS Activities	Timeline
Start of Encoding EOSY 2017-2018	March 21, 2018
Submission	March 21-April 30, 2018
Deadline of Validation	April 30, 2018
Closing of System	May 1, 2018

6. All public and private elementary and secondary schools, learning centers, SUCs and LUCs offering elementary and secondary education, are directed to ensure prompt, complete and accurate accomplishment of the LIS and EBEIS.

7. Class advisers of public schools and designated school system administrators/school registrar of private schools and SUCs offering elementary and secondary education must ensure that all learners' profile will be updated. School Heads (SHs) must ensure the accuracy and completeness of the school's EOSY data.

8. The School Division Superintendents (SDS), through the School Governance and Operations Division – Planning and Research Unit (SGOD-PRU) and the Information Technology Officers (ITO), shall jointly provide technical assistance and resources as necessary, to the schools to ensure compliance to the guidelines of the EOSY data collection in the LIS and EBEIS. Particular attention should be given to schools with no/limited access to internet facilities.

9. The Regional Director (RDs) through the Policy Planning and Research Division (PPRD) shall monitor the division's provision of technical assistance and resources to schools for the EOSY collection of data.

10. Overtime Services and Payment

   To meet the target schedules of all personnel involved in the LIS and EBEIS in all the public schools, district, division, and regional offices, all are allowed to render overtime (OT) services with pay during weekdays, weekends, and holidays when necessary to meet the target schedules.

   At the school level, these OT services can be converted to service credits as provided in DepEd Order No. 58, s. 2008 "Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education System", DepEd Order No. 10, s. 2009 "Addendum to DepEd Order No. 58, s. 2008 (Authority to Grant Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education Information System (BEIS))" and DepEd Order 30, s. 2016 "Policies and Guidelines on Overtime Services and Payment in the Department of Education". The concerned offices (Finance, Budget and Accounting) should ensure that the overtime services rendered will be duly compensated.

11. Clarifications and Queries

   For technical concerns (walkthrough, data corrections, enrollment issues, etc.)

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E-mail:	icts.usd@deped.gov.ph
Address:	Ground Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Schedule:	Monday to Friday, 07:00 AM to 06:00 PM Closed during weekends and national holidays.
Facebook:	www.facebook.com/groups/lis.helpdesk/

Further queries on policies may be communicated to Education Management Information System Division-Planning Service (EMISD-PS) through email address: ps.emisd@deped.gov.ph or through telephone nos.: (02) 638-2251 or (02) 635-3958.

12. Immediate dissemination of and strict compliance with this memorandum is directed.