

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

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## Memorandum:

To

All District Supervisors

District Statisticians (Elem, JHS, SHS) District Registrars (Elem, JHS, SHS)

From

: Schools Division Superintendent

Subject

TRACKING EBEIS HOUSEKEEPING

Date

January 15, 2018

- 1. Individual Performance of the persons concerned or in-charge of the Learners Information System at the school level have affected the division.
- 2. There is a need to track and monitor the proper implementation of EBEIS Housekeeping at the school level. It has been observed that errors identified at the school level are repeatedly done.
- 3. Attached herewith are the tracking forms to be used by the Registrar and Statistician as agreed during the : EBEIS HOUSEKEEPING in Preparation to the End of the SY 2017-2018 Reports
- 4. For more information, please call the Planning Section: 422-8511 or 09153633256.
- 5. For your information and guidance.

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SALUSTIANO T. JIMENEZ, CESO VI

OIC, Office of the Asst. Regional Director, RO 7
Concurrent OIC Office of the Schools Division Superintenden;

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Tracking Sheet-Statistician (District Level)

District

Congressional

Total										School Name
										Number of Teachers
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										Incorrect Grade level
										Incorrect Section
										incorrect Major(for SHS)
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										Creating New LRN with existing LRN
										incorrect Learner
										Failed to enroll
										Transfer Issue (transfer within the School year)
,					-					Enrolled in LIS without validation of documents
										Student with No PSA
										Total

Prepared by: District Statistician

Noted by: District Supervisor

Tracking Sheet-Statistician (School Level)

District

Congressional

School Name:

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											Double LRN
											Creating New LRN with existing LRN
											Incorrect Learner
											Failed to enroll
											Transfer Issue (transfer within the School year)
											Enrolled in LIS without validation of documents
											Student with No PSA
									Total		

Prepared by: School Statistician

Noted by: School Head

Tracking Sheet-Registrar (District Level)

District

Congressional

Total					School Name
					Number of Teachers
					School Form 1
				PSA Copy of Birth certificate	
				Transfer Credentials	
				Acceleration certificate	Individual
				Merit certificates, awards	Individual learner's file
				Form 10 (Form 137)- (Permanent Academic Record)	
				TOTAL	

Prepared by: District Registrar

**Noted by: District Supervisor** 

Tracking Sheet-Registrar (School Level)

District:

Congressional:

School Name:

Prepared by: School Registrar

Noted by: School Head