



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**DIVISION OF CITY SCHOOLS-TAGBILARAN**  
City of Tagbilaran



November 12, 2018

DIVISION MEMORANDUM  
No. 018, s. 2018

**BEIS (SCHOOL PROFILE) 2018-19 UPDATING**

TO : SGOD & CID Chiefs

All Education Program Supervisors

All Public & Private Elementary and Secondary School Heads

All Others Concerned

1. DepEd Tagbilaran City Schools Division Office disseminates DepEd Memorandum No. 32, s. 2018 entitled **Policy Guideline on the Collection of Data/Information Requirements for Beginning of School Year (BOSY) 2018-19 in the Learner Information System(LIS) and Enhanced Basic Information System(EBEIS).**
2. In this regard, all School Heads and School ICTs of public schools and School Heads and School Registrars of private schools respectively are required to update the necessary data particularly their School Profile in the EBEIS. *“Updating would mean, downloading the desired template in the system using the School Head’s Username & password then encoding the latest data in the blank portion of the table and subsequently upload it after completing the over-all process”.*
3. The Division Planning Office is tasked to validate the uploaded data wherein once validated, is already equivalent to its final submission in the system.
4. The deadline for uploading and validation is not later than Dec. 15, 2018 as extended.
5. For more details, please read attached communication.
6. For immediate and wide dissemination.

  
VIRGINIA C. ZAPANTA, Ed.D. CESO V  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**

16 JUL 2018

DepEd ORDER  
No. **032**, s. 2018

**POLICY GUIDELINES ON THE COLLECTION OF DATA/INFORMATION  
REQUIREMENTS FOR BEGINNING OF SCHOOL YEAR 2018-2019  
IN THE LEARNER INFORMATION SYSTEM AND ENHANCED  
BASIC EDUCATION INFORMATION SYSTEM**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year (SY) 2018-2019 in the Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS)**.
2. All public and private elementary, junior and senior high schools (SHS), state universities and colleges (SUCs), local universities and colleges (LUCs), and higher education institutions (HEIs) offering Kindergarten to Grade 12 are directed to register and update their learners' profile and quick count enrollment in the LIS and update the school's profile and other data elements in the EBEIS.
3. 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.
4. All previous issuances relative to this Order, which are found inconsistent are deemed superseded or modified accordingly.
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

(Enclosure to DepEd Order No. 032, s. 2018)

**GUIDELINES ON THE COLLECTION OF DATA/INFORMATION  
REQUIREMENTS FOR BEGINNING OF SCHOOL YEAR (BOSY) 2018-2019 IN  
THE LEARNER INFORMATION SYSTEM (LIS) AND ENHANCED BASIC  
EDUCATION INFORMATION SYSTEM (EBEIS)**

**I. Rationale**

The Department of Education (DepEd) has implemented the LIS and EBEIS to establish an accurate and reliable registry of learners, and profile of schools which are vital on its planning and budgeting, allocation of resources, and setting operational targets.

The LIS maintains the registry of learners and enabled the establishment of a centralized Learner Registry where basic learner information is captured, stored and accessed through a secured facility management. Further, the LIS facilitates a systematic tracking of and decision-making on learners. Meanwhile, the EBEIS is a web-based system designed to enhance information management at all levels of governance in the education system. (school, division, region, and national level).

The Department continuously improves data collection by consistently enhancing these information systems. In this regard, the DepEd aims to provide guidance in the updating of basic education statistics and school's profile in the LIS and EBEIS to all public and private schools, SUCs, LUCs, and HEIs offering elementary, junior and senior high school.

**II. Scope**

These guidelines on data collection of basic education statistics and encoding online submission in the LIS and EBEIS serves as guide to all personnel involved at all governance levels. This includes the Regional Office (RO), Schools Division Office (SDO), and all public and private elementary, junior, and senior high schools, State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), and Higher Education Institutions (HEIs) offering elementary, junior, and senior high school.

Encl.:

As stated

Reference:

DO 45, s. 2017

To be indicated in the Perpetual Index  
under the following subjects:

BASIC EDUCATION

DATA

FORMS

LEARNERS

POLICY

PROGRAMS

REQUIREMENTS

SCHOOLS

MCDJ, DO Policy Guidelines on the Collection of Data/Information...  
0569-July 13, 2018

**1. Document-related**

<b>Process Data</b>	<b>Accountable Office/ Unit</b>
Approval of the following: <ul style="list-style-type: none"> <li>• School permit/recognition (for DepEd and Private Elem, JHS and SHS, SUCs/LUCs)</li> <li>• Separation of annex and extension</li> <li>• Merging of schools</li> <li>• Renaming of schools</li> </ul>	Regional Office-QAD
Creation and issuance of new School ID	Regional Office-PPRD
Confirmation of School ID	EMISD-PS
Change in Administrative level (Division, District, Municipalities, Legislative, and Barangay)	Regional Office-PPRD, Planning Officer III; Schools Division Office- SGOD, PRU
Approval of new programs and removal/changes of programs for SHS	Regional Office- QAD- Both Public and Private  CLMD- Curricular matters (approval of new curricular offering)
Maintain (add, delete and update) registry of special program offerings for K to 10 and program offerings and/or specializations for SHS	Central Office - BLD & BCD

**2. System-related**

<b>Process Data</b>	<b>Accountable Office/ Unit</b>
<b>A. Maintain School Profile in the EBEIS</b>	
Creation of school profile for newly established school in the EBEIS including auto-generation of School ID based on DO 52 s. 2016- F. Standardization of the numbering for issuance of School ID	Regional Office-PPRD
Updating of the following school profile: <ol style="list-style-type: none"> <li>1. <i>School Level</i> <ul style="list-style-type: none"> <li>-Address</li> <li>-Contact details (telephone no., email address,</li> </ul> </li> </ol>	School Head

<p>website- if any)          -Class organization (multigrade, monograde or combination)          -Date established</p> <p><i>2. Division Level</i>          -Curricular Offering Classification (COC)          -Reopening and closing of a school          -Updating of integrated schools          -Renaming of school          -School classification          -Assignment of School Head, updating of Plantilla Position- including assignment of user account and role</p> <p><i>Change of COC in Public schools from non-integrated to integrated will automatically be assigned a new school ID as based on DO 52 s. 2016</i></p> <p><i>3. Regional Level</i>          -Change of Administrative level          -School Sub-classification and School Type</p>	<p>SGOD- Planning and Research Unit, Planning Officer III</p> <p>Regional Office-PPRD, Planning Officer III;          Schools Division Office-SGOD, PRU</p>
<p><b>B. Maintain Learners Profile in the LIS</b></p>	
<p>Creation of learner record with system generated Learner Reference Number (LRN)</p>	<p>Class Adviser/ Registrar/ Principal</p>
<p>Updating enrolment data of learners</p>	<p>Class Adviser/ Registrar/ Principal</p>
<p>Defining and maintaining classes for given school year and class adviser's data in the LIS</p>	<p>School System Admin/ School Head</p>
<p><b>C. Support for Implementing LIS and EBEIS</b></p>	
<p>Users Account Management System Admin</p>	<p>Planning Officer III and SEPS for Research/ IT Officer</p>
<p>Technical Assistance</p>	<p>User Support Division-ICTS          EMISD-PS          Regional Office-PPRD          SGOD-Planning and Research Unit;</p>

## VI. Helpdesk Process Flow

The helpdesk process flow (Please refer to **Attachment IV**) shall serve as guide in resolving issues, inquiries and recommendations in the system/guidelines.

## VII. Timeline

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

Activity	Timeline
<b>LIS</b>	
<i>BOSY 2018-2019</i>	
Quick Count Enrollment	June 08, 2018 – June 30, 2018
Encoding/Updating of Learners	July 01, 2018- October 31, 2018
<b>EBEIS</b>	
<i>BOSY 2017-2018</i>	
GESP, GJHSP, GSHSP, PSP, SUCs/LUCs Profile	July 01, 2018- October 31, 2018
Generation of Reports/ Summary of Reports	October 31, 2018 onwards

## VIII. Other Provisions

### a. Overtime Services and Payment

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 are duly compensated.