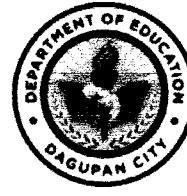
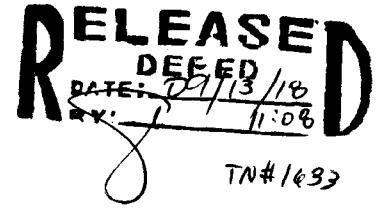




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



Division Memorandum No. 324 s. 2018



To: District Supervisors
School Principals
Head Teachers
Teachers In-Charge
(elementary and secondary level)

From: Office of the Schools Division Superintendent

Date: September 13, 2018

Subject: **Overtime Services to All Personnel Involved in the LIS and EBEIS
in all Public Schools**

To ensure compliance [✓] to timelines set by the Central Office with respect to EBEIS/ LIS updating, this Office is issuing the following guidelines to be observed during EBEIS and LIS activities both for BOSY (beginning of school year) and EOSY (end of school year), as follows:

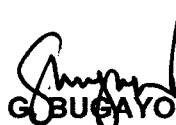
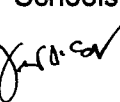
LIS encoding (BOSY and EOSY). Encoding of learners profile in the Learners Information System (LIS) at the beginning of the school year should be done by the class advisers for a maximum of 2.5 days for BOSY and 2.5 days for EOSY. On the other hand, the LIS coordinators (system admin) should closely monitor and provide technical assistance to the advisers for a maximum of 5 days for BOSY and 5 days for EOSY.

EBEIS (BOSY and EOSY). Encoding of school profile in the EBEIS shall be done by the EBEIS/LIS coordinator for a maximum of 5 days for BOSY and 5 days for EOSY only.

Should there be occurrence of technical difficulty, i.e., server error or connection error, the advisers and EBEIS/LIS coordinators may finish their task intermittently, but the aggregate/total number of hours should not exceed the specified number of days to finish the task.

As specified in DepEd Order No. 32, s. 2018, service credits shall be granted to LIS encoders and coordinators who rendered service relating to LIS/EBEIS during Saturdays, Sundays, holidays and summer vacation for a period not exceeding the number of days specified above.

For information, guidance and compliance.


LORNA G. BUGAYONG, CESO VI
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

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 |
|--|---------------------------------|
| LIS | |
| <i>BOSY 2018-2019</i> | |
| Quick Count Enrollment | June 08, 2018 – June 30, 2018 |
| Encoding/Updating of Learners | July 01, 2018- October 31, 2018 |
| EBEIS | |
| <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.