



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



Division Memorandum No. 302 s. 2019

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

**From:** Office of the Schools Division Superintendent

**Date:** September 2, 2019

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

**RELEASED**  
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 DATE: 9-02-19  
 BY: [Signature]  
 In 4966

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 days for BOSY and 2 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 4 days for BOSY and 4 days for EOSY.

**EBEIS (BOSY 2019).** Encoding of school profile in the EBEIS shall be done by the EBEIS coordinator for a maximum of 2 days for BOSY 2019 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.

*[Signature]*  
**LORNA G. BUGAYONG, CESO VI**  
 Schools Division Superintendent

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**RECEIVED**  
 DATE: 9-2-19  
 TIME: 5:00  
 EYVANTE G. INFANTE  
 IT OFFICER