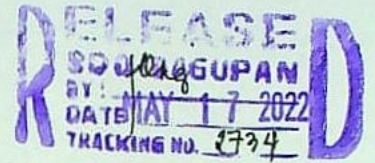




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division

Superintendent

Division Memorandum No. 171 s. 2022

To: Asst. Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors
School Principals/Heads (Public Elementary & Secondary Schools)

From: **AGUEDO C. FERNANDEZ, CESO V**
Schools Division Superintendent

Date: May 17, 2022

Subject: **OVERTIME SERVICES TO ALL PERSONNEL INVOLVED IN THE LIS AND EBEIS
IN ALL PUBLIC SCHOOLS**

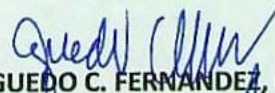
To ensure compliance to timelines set by the Central Office with respect to EBEIS/ LIS updating, this Office is issuing the following guidelines to be observed during EBEIS and LIS activities both for BOSY (beginning of school year) and EOSY (end of school year), as follows:

- **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 (EOSY).** Encoding of school profile in the EBEIS shall be done by the EBEIS coordinator for a maximum of 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.


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent



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