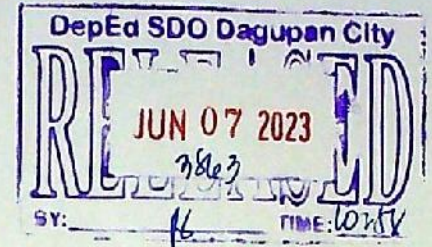




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 217, s.2023

TO: Asst. Schools Division Superintendent
Chief, CID & SGOD
Public School District Supervisors
Public School Principals/SHs (Elem & Sec)
All others concerned

FROM: ROWENA C. BANZON, CESO V
Schools Division Superintendent

DATE: May 30, 2023

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

To ensure compliance to timeliness 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/end of the school year should be done by the following:
 - Class Advisers: 4 days
 - LIS Coordinators:
 - Small School = 6 days
 - Medium School = 8 days
 - Large School = 10 days



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
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- **EBEIS (EOSY).** Encoding of school profile in the EBEIS shall be done by the EBEIS coordinator
 - Small School = 2 days
 - Medium School = 3 days
 - Large School = 4 days

Should there be occurrence of technical difficulty, i.e., server error or connection, 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


ROWENA C. BANZON, CESO V
Schools Division Superintendent 



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