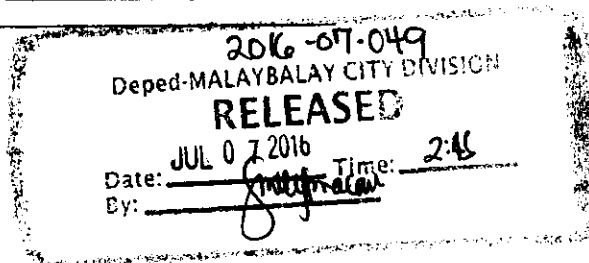




DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Casisang, Malaybalay City  
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DIVISION MEMORANDUM  
No. 342 s. 2016



To: Chief Education Program Supervisors-CID and SGOD  
Public Schools District Supervisors  
Heads, Public and Private Elementary and Secondary Schools  
All Other Concerned  
This Division

FROM:   
**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

SUBJECT: **DISSEMINATION OF DEPED ORDER NO. 52, S. 2016 RE: DATA COLLECTION OF BASIC EDUCATION STATISTICS IN THE LEARNER'S INFORMATION SYSTEM AND ENHANCED BASIC EDUCATION INFORMATION SYSTEM FOR BEGINNING OF SCHOOL YEAR 2016-2017**

DATE: July 4, 2016

1. For the information and guidance of all concerned, enclosed is DepED Order No. 52, s. 2016 **re: Data Collection of Basic Education Statistics in the Learners Information System and Enhanced Basic Education Information System for Beginning of School Year 2016-2017**, the content of which is self-explanatory.
2. Immediate dissemination of this DepED Order is highly desired.



Republic of the Philippines  
**Department of Education**

DepEd ORDER  
No. 52, s. 2016

30 JUN 2016

**DATA COLLECTION OF BASIC EDUCATION STATISTICS IN THE LEARNER INFORMATION SYSTEM AND ENHANCED BASIC EDUCATION INFORMATION SYSTEM FOR BEGINNING OF SCHOOL YEAR 2016-2017**

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

1. The Department of Education (DepEd) issues the enclosed guidelines on the **Data Collection of Basic Education Statistics in the Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS) for Beginning of School Year (BOSY) 2016-2017**, together with the Data Gathering Forms, Matrix of Accountability and Data Dictionary.
2. This DepEd Order aims to provide guidance to all concerned schools and learning centers in the data collection of basic education statistics and enrolment of learners in the system.
3. All public and private elementary and secondary schools, learning centers, state universities and colleges (SUCs), local universities and colleges (LUCs) and higher education institutions (HEIs) offering elementary and secondary schools are directed to register and update their learners' profile in the LIS and update the school's profile in the EBEIS guided by the enclosed data gathering forms and data dictionary.
4. The enrolment of ALS learners in the LIS has started in 2015. With this, mobile teachers, district ALS coordinators, instructional managers, and facilitators are directed to start updating their learners' profiles in the system for 2016.
5. Enrolment figures and data for BOSY 2016-2017 shall be the number of learners in a school as of **First Friday of the opening week of the school year**.
6. The LIS and EBEIS can be accessed through the website addresses: <http://lis.deped.gov.ph> and <http://ebcis.deped.gov.ph>, respectively. A single sign-on is available, linking both systems.
7. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

**Encls.:**

**As stated**

**Reference:**

**DepEd Order No. 14, s. 2016**

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

**DATA**

**FORMS**

**INFORMATION TECHNOLOGY**

**LEARNERS**

**OFFICIALS**

**POLICY**

**PROJECTS**

**SCHOOLS**

**STRAND: Strategic Management**

**SMMA, DO Data Collection of Basic Education Statistic in the LIS  
0457, June 29, 2016**

(Enclosure to DepEd Order No. 52, s. 2016)

**DATA COLLECTION OF BASIC EDUCATION STATISTICS IN THE  
LEARNER INFORMATION SYSTEM (LIS) AND ENHANCED BASIC  
EDUCATION INFORMATION SYSTEM (EBEIS) FOR  
BEGINNING OF SCHOOL YEAR (BOSY) 2016-2017**

**I. Rationale**

Data collection of basic education statistics and encoding of learner's profile in the LIS and EBEIS is a yearly activity of all schools, learning centers, SUCs, LUCs and HEI's offering elementary and secondary education both in public and private sector.

The Department of Education (DepEd) has implemented the LIS and EBEIS to establish an accurate and reliable registry of learners, schools, and learning centers that will ensure the availability of data and information which play a vital role in planning and budgeting, allocation of resources, and setting operational targets to provide access to complete quality basic education.

For BOSY 2016-2017, DepEd aims to provide guidance to all concerned schools and learning centers in the data collection of basic education statistics and enrolment of learner's profile in the system.

**II. Scope**

The guidelines on data collection of basic education statistics and encoding online submission in the LIS and EBEIS will guide all personnel involved at all levels. This involves the public and private elementary and secondary schools, learning centers State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs) and Higher Education Institutions (HEIs) offering elementary and secondary schools.

Moreover, for this BOSY an additional and revised data gathering forms introducing new data elements will be provided to the different schools and learning centers to ensure that the needed data and information will be collected and made available to the different stakeholders for policy formulation and allocation of resources.

**III. Policy Statement**

This DepEd order provides guidance in the conduct of the data collection and online registration of learners through the LIS and EBEIS respectively.



<p><b>C. Regional Level</b>          -Separation of annex, extension, merging and renaming of schools              -Change in administrative level (division, legislative district, municipality, barangay)          -Creation of profile of public and private schools, SUCs and LUCs</p>	<p>Regional Office-PPRD</p>
<p><b>B. Maintain Learners Profile in the LIS</b></p>	
<p>6. Creation of learner record with system generated LRN</p>	<p>Class Adviser/Registrar/Principal</p>
<p>7. Updating enrollment data of learners</p>	<p>Class Adviser/Registrar/Principal</p>
<p>8. 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 ICT-Based Systems</b></p>	
<p>9. Users Account Management              System Admin</p>	<p>SGOD-Planning Research Unit/IT Officer</p>
<p>10. Technical Assistance</p>	<p>User Support Division-ICTS          EMISD-PS          Regional Office-PPRD          Division SGOD-Planning and Research Unit          IT Officer</p>

**B. Roles and Responsibility**

Class advisers of public schools and designated school system administrators/school registrar of private schools and SUCs offering elementary and secondary education must ensure that all learners' profile will be updated. School Heads (SHs) must ensure the accuracy and completeness of the school's BOSY data.

The School Division Superintendents (SDS), through the School Governance and Operations Division – Planning and Research Unit (SGOD-PRU) and the Information Technology Officers (ITO) shall jointly provide technical assistance and resources as necessary, to the schools to ensure compliance to the guidelines of the BOSY data

strengthen the promotion of correct hygiene and sanitation practices among school children and a clean environment in and around schools to keep learners safe and healthy. Per DO 10, s. 2016 the following data elements and purpose were provided:

<b>Data Elements</b>	<b>Purpose</b>	<b>Table/Box Name</b>
Water Supply	To make safe drinking water available to all students.	Availability of Water Supply
Sanitation	To make all schools have adequate, clean, functional and accessible toilet facilities.	Toilet to Pupil Ratio
Hygiene	To perform supervised daily group handwashing with soap and tooth brushing with fluoride toothpaste.	Existing Number of Wash Facilities  Operation and Maintenance
Food Preparation and handling	To require school heads to ensure that food handling and preparation abide by the food safety manual in all schools	Food handling
Menstrual Hygiene	To create system and support mechanism for an effective menstrual hygiene management	Menstrual Hygiene

Travel distance, means, cost and time will be useful to determine the remoteness from the division office and municipal services. It can also assess school congestion and catchment areas and by doing so can be used as input to the school improvement plan.

The Data on Repeaters Age Profile will be collected to account the number of repeaters by age.

To recognize the help and contributions extended by our stakeholders (in terms of ideas, manpower/man-hours, equipment and facilities, and financial contribution in cash or in kind) to key school processes and projects, these data will be collected to come up with an indicator for immediate outcome in the DepEd planning framework.

And lastly, the data on MOOE Allocation, Utilization and Liquidation will be collected for the purpose of monitoring the MOOE and total expenditure.

As a summary, the following tables and boxes are additional/revised data sets to be included:

collection in the LIS and EBEIS. Particular attention should be given to schools with no/limited access to internet facilities.

The Regional Director (RDs) through the Policy Planning and Research Division (PPRD) shall monitor the division's provision of technical assistance and resources to schools for the BOSY collection of data.

For queries and issues may be communicated to Education Management Information System Division-Planning Service(EMISD-PS) through the email address: [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph) through telephone nos.: (02) 638-2251 or (02) 635-3958.

### **C. Data Gathering Forms**

Additional and revised data gathering forms designed for electronic processing using the EBEIS will be distributed and implemented to maintain the availability of a database of education statistics, sector performance indicators and profile of public and private schools, learning centers and other education service providers.

#### **Revised data gathering forms which consist of the following:**

- Annex A: Government Elementary School Profile (GESP)
- Annex B: Government Junior High School Profile (GJHSP)
- Annex C: Private School Profile (PSP)
- Annex D: State and Local Universities and Colleges (SUCs& LUCs)School Profile

#### **New Data Gathering Forms:**

- Annex E: GISP Elementary Level
- Annex F: GISP Junior High School Level
- Annex G: GISP Senior High School Level
- Annex H: Government Senior High School (GSHSP)

### **D. New Data Elements/Requirements**

The additional data requirements/data elements for BOSY 2016-2017 in the data gathering forms has been consulted and deliberated with the different divisions involved to come up with a holistic and comprehensive data gathering tool which is vital in the collection of data from the schools and field offices to efficiently render delivery of data/information to various stakeholders and for policy formulations.

Data elements related to the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program (DO 10, s.2016) will help



#### **◆Government Elementary School Profile (GESP)**

Table 3	Repeaters Age Profile
Table 4	Enrolment and Number of Classes by Shift
Table 15	MOOE Allocation, Utilization and Liquidation
Box 6	Safe Learning Facilities
Box 7	Disaster Risk Reduction Management (DRRM)
Table 20	Learning Areas with DRRM-Related Concepts
Table 21	DRRM/Climate Change Adaptation (CCA) Training Data
Table 23	Number of Existing Wash Facilities
Box 10	Food Handling
Box 12	Operation and Maintenance for Sanitation And Facilities
Box 13	Menstrual Hygiene
Table 24	Travel Details (One-way) From School
Box 14	School Location
Box 15	Stakeholder Feedback
Box 16	Stakeholder Contribution

#### **◆Government Junior High School Profile (GJHSP)**

Table 3	JHS Repeaters Age Profile
Table 4	Enrolment and Number of Classes by Shift
Table 8	JHS Teachers who have specialization in TLE subjects they are teaching
Table 14	MOOE Allocation
Box 4	Safe Learning Facilities
Box 5	Disaster Risk Reduction Management (DRRM)
Table 19	Learning Areas with DRRM-Related Concepts
Table 20	DRRM/Climate Change Adaptation (CCA) Training Data
Table 21	Number of Existing Wash Facilities
Box 8	Food Handling
Box 10	Operation and Maintenance of Sanitation Facilities
Box 11	Menstrual Hygiene
Table 23	Travel Details (One-Way) From School
Box 12	School Location
Box 13	Stakeholder Feedback
Box 14	Stakeholder Contribution

#### **◆Private School Profile (PSP) and State & Local Universities and Colleges (SUCs& LUCs) School Profile**

Table 3	Elementary Repeaters Age Profile
Box 1	Monograde and Multigrade Classes
Table 6	JHS Repeaters Age Profile

Table 7	SHS Learners Data
Table 8	SHS Learners Age Profile
Table 9	SHS Learners Data by Track
Table 10.a	SHS Learners Data in TVL Track Specialization (Home Economics and Information Communication Technology (ICT))
Table 10.b	SHS Learners Data in TVL Track Specialization (Agri-Fishery Arts and Industrial Arts)
Table 11	Data on Assistance to Students and Teachers in Private Schools and in Non-DepEd Public Schools
Table 12	Personnel Data

**E. Request and Transfer of Learners' School Records**

DepEd will establish a standard processes and protocols in the request and release of learners' Form 137 (Permanent Record) and Form 138 (Report Card) in all schools nationwide.

Facility to transfer the record of learners will be made available for the easy processing of the request of permanent school records (Form 137) for an efficient and faster way of transferring documents without inconveniencing the parents or the learners. This facility will be operational in the LIS. A manual and video will be uploaded in the support page of LIS. This will be provided in a separate memorandum.

**F. Standardization of the numbering for issuance of School ID**

Starting this school year, a new School ID assignment will be implemented, there will be a standard first digit numbering for the issuance of School ID as follows:

Type	School ID First Digit Assignment	
	Current/Existing	New
Public-DepEd ES	1,2	1,2
Public-DepEd SS including SHS	3	3
Private	4, 5, 6, 7 and 9	4
Public-Integrated	-	5
SUCs/LUCs	4, 6, 7 and 9	6
BRAC	0	0

## G. Data Dictionary

DepEd data dictionary will communicate a common meaning of all the elements in the system for consistency and to have a common understanding among the stakeholders within and outside DepEd. These set of information describing content, format and structure of a database will be orderly managed in details.

This will also be a guide and reference of personnel for data description and collection. As provided in **Annex I** of this DepEd Order.

## H. Timeline

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

<b>Activity</b>	<b>Timeline</b>
<b>LIS</b>	
<i>Encoding/Updating of LIS for BOSY 2016-2017</i>	
SHS	May 10, 2016 – August 31, 2016
K to Grade10	July 4, 2016 – August 31, 2016
ALS (January to October 2016)	July 4, 2016 – October 31, 2016
<b>EBEIS</b>	
<i>Encoding of BOSY 2016-2017</i>	
K to 10	July 18, 2016 - September 16, 2016
SHS	August 1, 2016 - September 16, 2016
Generation of accomplished GESP, GJHS, GSHS, GISP, PSP, SUC Laboratory Schools' Profile and Senior High School	September 26, 2016
Encoding for new data elements	October – November 2016

## I. Other Provision

### a. Source of Funds

Funds shall be downloaded directly to the SDOs to aid in activities that allows for the timely and accurate accomplishment of the LIS and EBEIS and other planning activities.

## **b. Overtime Services and Payment**

To meet the target schedules all personnel involved in the LIS and EBEIS in all public schools, district, division, and regional offices 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 will be duly compensated.

## **V. Monitoring and Evaluation**

The Regional Offices and Schools Division Offices together with the Central Office will conduct structured monitoring of the implementation (e.g. data quality study) of the different processes and guidelines at the national, regional, division and schools, respectively.

## **VI. Effectivity**

This Order shall take effect immediately upon its approval.