DEPARTMENT OF EDUCATION
Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona Sts., Malaybalay City

DIVISION MEMORANDUM
No. 117 s. 2013

To : **PUBLIC SCHOOLS DISTRICT SUPERVISORS**
PUBLIC ELEMENTARY AND SECONDARY SCHOOLS HEADS / OICs
DIVISION PLANNING UNIT PERSONNEL
This Division

From : **EDILBERTO L. OPLENARIA**
Schools Division Superintendent

Date : May 8, 2013

Re : **ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 112, S. 2013 DATED MAY 3, 2013 RE: WORKSHOP ON ENCODING & SUBMISSION OF THE REVISED EBEIS DATA GATHERING FORMS FOR THE END OF SCHOOL YEAR (EOSY) 2012-2013 IN THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS)**
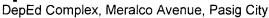
1. In addition to Division Memo No. 112, s. 2013, the Office hereby provides the enclosed supplementary guidelines on the implementation of EBEIS pursuant to Deped Order No. 68, s. 2011 particularly on Implementing Guidelines on the Operation of EBEIS, to wit:

   1. The School Level Responsibilities and Accountabilities

      a. The School Head (SH) shall be responsible for ensuring the continuous operation of the Enhanced-Basic Education Information System (E-BEIS) to support reporting and decision-making at the school level.

      b. The SH further shall ensure that the data submitted and maintained in the E-BEIS is complete, accurate, and updated.

      c. In the event that the data submitted in the E-BEIS is incorrect and the SH has identified the incorrect data, the following procedures for correcting the data shall be followed:

         c.1. The SH shall inform the Division Planning Office (DPO) and shall request for authorization to correct data in the system;
         c.2. The SH shall also request DPO to modify the data;
         c.3. The SH shall sign the re-printed Government Elementary School Profile/Government Secondary School Profile (GESP/GSSP) reflecting the corrected data; and

      d. The SH shall inform the DPO of any changes in the data which are not within the accountability of the school.

      e. The Division Office (DO) shall ensure that the request for the updated data is acted upon within three (3) days;

      f. **The SH shall designate a School E-BEIS Coordinator as a secondary focal person responsible for operating the E-BEIS;**

g.   The School E-BEIS Coordinator shall have the following responsibilities:

    g.1. encode the required data in the E-BEIS in accordance with reporting requirements defined by the Office of the Planning Service (OPS);

    g.2. ensure the completeness and accuracy of the school data in the system according to Matrix of Accountability;

    g.3. comply with the system monitoring and the evaluation requirements;

    g.4. report system problems to the E-BEIS Help Desk within 24 hours from the time the problem was encountered.

2.   In line with the adoption of the Enhance BEIS, the expected participant to the said workshop is change from **School Heads/OIC's** to **School EBEIS Coordinator** due to conflicting activities of the Regional & Division Offices.

3.   For immediate and wide dissemination to all concerned.

DepEd O R D E R
No. **68** , s. 2011

AUG 2 4 2011

IMPLEMENTING GUIDELINES ON THE OPERATION OF THE ENHANCED-BASIC EDUCATION INFORMATION SYSTEM (E-BEIS)

To: Undersecretaries
        Assistant Secretaries
        Bureau Directors
        Directors of Services, Centers and Heads of Units
        Regional Directors
        Schools Division/City Superintendents
        Heads, Public Elementary and Secondary Schools
        All Others Concerned

1.   For the information and guidance of all concerned, the Department of Education (DepEd) hereby issues the enclosed **Implementing Guidelines on the Operation of the Enhanced-Basic Education Information System (E-BEIS)**.

2.   For more information, please contact the Research and Statistics Division-Office of Planning Service (RSD-OPS) at telephone no.: (02) 633-7257 or the Help Desk, Data Base Management Unit (DBMU)-RSD-OPS, DepEd Central Office, Meralco Avenue, Pasig City at telephone no.: (02) 635-3986 or send a message at e-mail address: beisteam@gmail.com.

3.   Immediate dissemination of and compliance with this Order is directed.

BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:
        As stated

Reference:
        DepEd Order: No. 39, s. 2011

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

        DATA (Statistics)
        INFORMATION TECHNOLOGY
        POLICY

Madel: DO E-BEIS Guidelines
August 10, 2011

**IMPLEMENTING GUIDELINES ON THE OPERATION OF THE ENHANCED-BASIC
EDUCATION INFORMATION SYSTEM (E-BEIS)**

1. The School Level Responsibilities and Accountabilities

    a. The School Head (SH) shall be responsible for ensuring the continuous operation of the Enhanced-Basic Education Information System (E-BEIS) to support reporting and decision-making at the school level.

    b. The SH further shall ensure that the data submitted and maintained in the E-BEIS is complete, accurate, and updated.

    c. In the event that the data submitted in the E-BEIS is incorrect and the SH has identified the incorrect data, the following procedures for correcting the data shall be followed:

        c.1. The SH shall inform the Division Planning Office (DPO) and shall request for authorization to correct data in the system;

        c.2. The SH shall also request DPO to modify the data;

        c.3. The SH shall sign the re-printed Government Elementary School Profile/Government Secondary School Profile (GESP/GSSP) reflecting the corrected data; and

        c.4. The SH shall accommodate corrections to the data within the period from August 1 to September 15, 2011. Beyond this date, the data shall be considered final.

    d. The SH shall inform the DPO of any changes in the data which are not within the accountability of the school.

    e. The Division Office (DO) shall ensure that the request for the updated data is acted upon within three (3) days;

    f. The SH shall designate a School E-BEIS Coordinator as a secondary focal person responsible for operating the E-BEIS;

    g. The School E-BEIS Coordinator shall have the following responsibilities:

        g.1. encode the required data in the E-BEIS in accordance with reporting requirements defined by the Office of the Planning Service (OPS);

        g.2. ensure the completeness and accuracy of the school data in the system according to Matrix of Accountability;

        g.3. comply with the system monitoring and the evaluation requirements;

        g.4. report system problems to the E-BEIS Help Desk within 24 hours from the time the problem was encountered.

2. The Division Level Responsibilities and Accountabilities:

    a. The DPO shall have the following responsibilities in relation to E-BEIS operations:

        a.1. ensure that the reporting requirements particularly the schedule set by the OPS are satisfactorily met;

a.2. ensure the relevance and accuracy of the following data:

a.2.1 Division profile

a.2.2. School profile as defined in the Accountability Matrix

a.2.3. Division statistics and performance indicators

a.3. validate the data submitted by the schools using procedures and tools including those built into the system;

a.4. In the event that the data submitted by the school is deemed "questionable" or incorrect, the DPO shall inform the SH accordingly;

a.5. The DPO shall request the SH to correct data online. The DPO shall undertake the correction and this is logged into the system as a division-initiated change. The SH shall affirm revision by signing the printed and corrected GESP-GSSP.

a.6. The DPO shall encode all updates to the schools' profile before the on-line submission of school statistics has started.

b. A Division User Support Sub-group consisting of the DPO and a secondary focal person (e.g. ICT Coordinator, Statistician) shall be organized to provide support to system users and other information clients need on the use of the E-BEIS. This group will form the Division Help Desk (DHD) and provide support to the system users and other information clients need on the use of the E-BEIS. This group will form the DHD and provide first level technical assistance to the school users.

c. An E-BEIS Administrator shall be designated from the Division User Support Sub-group to manage user account of schools and other division users.

3. The Regional Level Responsibilities and Accountabilities

a. The Regional Planning Office shall be responsible and accountable on the following functions:

a.1. ensure that reporting requirements at the regional level, particularly the schedule set by the OPS are satisfactorily met;

a.2. quality assure E-BEIS data and processes (regional, division, schools); and

a.3. ensure the relevance and accuracy of the following data:

a.3.1. Regional profile;

a.3.2. School profile as defined in the Accountability Matrix; and

a.3.3. Regional performance indicators and statistics.

b. An E-BEIS Administrator shall be designated from the Regional User Support Sub-group to manage the user account of the regional users and the division administrators.

c. The Regional Sub-group will provide technical assistance to division users and other regional clients on the use and application of the E-BEIS.

4. The Office of Planning Service (OPS), Central Office, Responsibilities and Accountabilities:

   a. The Research and Statistics Division (RSD), Office of Planning Service (OPS) shall be responsible for defining the parameters for reporting school statistics using the school profiles. This triggers the availability of the online report facility for schools to start submitting their data.

   b. The regional and division planning offices (DPOs) shall be informed of the official reporting schedule through a DepEd Order. This order on the submission of data shall be communicated to the field.

   c. The Data Base Management Unit (DBMU) is responsible for the assignment of school ID for newly established/created schools, redistricting and reassignment of division.

5. An E-BEIS Help Desk has been established through the Regional Yahoo Groups (RYGs) which will serve as venue for communicating issues and problems related to the implementation of the E-BEIS. Users of this facility should always indicate their names and offices when requesting for help.

6. The Frequently Asked Questions (FAQ) will be downloaded to the RYGs. The FAQ contains a list of commonly reported issues and problems encountered and the solutions to these problems.

7. The RSD has created a new e-mail address to be used solely for E-BEIS concerns at ebeiscohelpdesk@gmail.com. The existing e-mails of RSD and DBMU at opsrsd@yahoo.com and beisteam@gmail.com shall be used for other planning concerns.

Madel: DO E-BEIS Guidelines
August 10, 2011