



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Casisang, Malaybalay City

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DIVISION MEMORANDUM  
No. 222 s. 2017

2017-04-329  
Deped-MALAYBALAY CITY DIVISION  
**RELEASED**  
Date: APR 28 2017 Time: 11:45  
By: [Signature]

To : Public and Private Elementary and Secondary Schools Heads  
School LIS/EBEIS Coordinator  
This Division

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

DATE : April 28, 2017

SUBJECT : DISSEMINATION OF DEPED ORDER NO. 23, S. 2017 RE: END OF SCHOOL YEAR (EOSY) 2016-2017 UPDATING OF LEARNER PROFILES ON THE LEARNER INFORMATION SYSTEM (LIS) AND ADDITIONAL DATA REQUIREMENTS IN THE ENHANCE BASIC EDUCATION INFORMATION SYSTEM (EBEIS).

1. In-line with DepEd Order No. 23, s. 2017. This Office hereby directs all public Elementary & Secondary School Heads to update online their learners' profiles and other data requirements through LIS and EBEIS for End of School Year (EOSY) 2016-2017.
2. Attached is DepEd Order No. 23, s. 2017 for your reference and guidance.
3. Immediate dissemination of this Memorandum is highly desired.



Republic of the Philippines  
**Department of Education**

24 APR 2017

DepEd ORDER  
No. **23**, s. 2017

**END OF SCHOOL YEAR 2016-2017 UPDATING OF LEARNER PROFILES  
ON THE LEARNER INFORMATION SYSTEM AND ADDITIONAL  
DATA REQUIREMENTS IN THE ENHANCED BASIC  
EDUCATION INFORMATION SYSTEM**

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 **End of School Year (SY) 2016-2017 Updating of Learner Profiles on the Learner Information System (LIS) and Additional Data Requirements in the Enhanced Basic Education Information System (EBEIS)**.
2. This DepEd Order aims to provide guidance to all concerned schools and learning centers on the End of SY updating of learners' profiles and data collection of basic education statistics.
3. For End of SY 2016-2017 data, all public and private elementary and secondary schools, state universities and colleges (SUCs) offering elementary and secondary education, are directed to update their learners' profiles and other data requirements through the LIS and EBEIS.
4. Immediate dissemination of and strict compliance with this Order is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:  
As stated

Reference:  
DepEd Order No. 52, s. 2016  
To be indicated in the Perpetual Index  
under the following subjects:

DATA	LEARNER
FORMS	POLICY
INFORMATION TECHNOLOGY	SCHOOLS

R-MCR/ DO-End of SY 2016-2017 Updating of Learner Profiles...  
0352/April 11/20, 2017

**END OF SCHOOL YEAR 2016-2017 UPDATING OF LEARNER PROFILES ON  
THE LEARNER INFORMATION SYSTEM (LIS) AND ADDITIONAL DATA  
REQUIREMENTS IN THE ENHANCED BASIC EDUCATION INFORMATION  
SYSTEM (EBEIS)**

**I. Rationale**

The Department recognizes the importance of maintaining accurate, quality and relevant basic education statistics in addressing the needs of our schools and learners, in support of the performance evaluation of the basic education sector vis-à-vis the achievement of DepEd's goals as stated in the ten-point agenda of the current administrations Social Development Goals (SDGs), and other international commitments.

**II. Statement of Policy**

The Department hereby issues the guidelines on the End of School Year, (EOSY) 2016-2017 updating of learner profiles on the Learner Information System (LIS), and additional data requirements in the Enhanced Basic Education Information System (EBEIS). The updating of information of learners' basic profiles, enrolment status, end of school year academic accomplishment for the whole school year in the LIS, and other useful data and information is needed for planning & budgeting, allocation of resources, and setting operational targets.

**III. Scope of the Policy**

For End of School Year 2016-2017 data, all public and private elementary and secondary schools, state universities and colleges (SUCs) offering elementary and secondary education, are directed to update their learners' profiles and other data requirements through the LIS and EBEIS.

**IV. Procedures**

**A. Learner Information System (LIS)**

For Grades 1 to 10, the School Form 5 - Report on Promotion and Level of Proficiency and School Form 6 - Summarized Report on Promotion and Level of Proficiency as contained in the DO 4, s. 2014 "Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools effective End of School Year 2013-2014" shall be utilized.

Class advisers are tasked to resolve all learner profile issues to ensure a complete and accurate Master List of Learners for SY 2016-2017.

In updating the EOSY Status Learner Profiles, the class advisers shall follow these steps:

a. The EOSY status of the learner shall be updated based on the following guidelines:

- i. "Promoted" is the status of a learner who has achieved a final grade of at least 75% in all learning areas. The learner will be promoted to the next grade level. In the system, if no other status is selected, the learner is tagged as "Promoted".
- ii. "Conditionally Promoted" is the status of a learner who did not meet expectations in at most two (2) learning areas. The learner must pass remedial classes for learning areas where he/she failed, in order to be promoted to the next grade level. Otherwise, the learner is retained in the same grade level.
- iii. "Retained" is the status of a learner who did not meet expectations in at least three (3) learning areas. The learner remains in the same grade level.
- iv. "Transferred Out" is the status of a learner who transferred to another school or ALS Program within the SY. The tagging of the learner as a transferee will be the responsibility of the receiving school. The system will automatically update the status of the learner as "Transferred Out" once the originating school tags the learner as "No Longer in School", the receiving school enrolls the learner, and both schools have finalized their EOSY master lists.
- v. "Dropped Out" is the status of a learner who left the school and did not complete the full term for reasons other than transferring to another school or ALS Program and death. The system will automatically update the status of the learner as "Dropped Out" if the originating school tags the learner as "No Longer in School" and he/she is not enrolled in another school.

b. For learners who were accelerated within the SY, the learner must first be enrolled to the higher grade level before the EOSY status is updated. The system will automatically tag the learner as "Accelerated" in his/her enrollment record in the lower grade level. The learner's record will be reflected in the Report on Promotions of the higher grade level.

The generation of School Forms 5 and 6 will be available in the LIS upon a school's finalization of its EOSY submission. However, the final and official School Forms 5 and 6 will be available in the system no later than five (5) days after the deadline for EOSY updating. For computation of general average, please observe guidelines stipulated in DepEd Order 8, s. 2015 and DepEd Order 36, s. 2016.

The Senior High School is designed by semester and track/program. **Annex A "End of School Year Status for SHS Masterlist of Learners"** will be used to update the status of the learners.

To update the status of SHS learners, below are the definitions of data elements to be considered:

**In School** – Learner who is still in school (attending classes) as of the last day of classes

**No Longer in School** - Learner who left school (stopped attending classes in any school) before the end of the Semester

#### **For 2nd Semester**

- a. **Completer** - Learner who completed/satisfied (obtained at least 75%) requirement in all subject areas
- b. **Incomplete** - Learner who failed (obtained less than 75%) in one or more subject areas (regardless of number of subjects failed)
- c. **No Longer in School** - Learner who left school (stopped attending classes in any school) before the end of the Semester

#### **End of School Year Status by Program**

- a. **Regular** - Learner who completed/satisfied (obtained at least 75%) requirement in all subject areas in both the 1st and 2nd semesters
- b. **Irregular** - Learner who did not satisfy/complete requirements in one or both semesters

The status of No Longer in School (NLS) shall be categorized as follows:

- i. **Accelerated** - Learner was assessed and qualified for the higher grade level for the next school year, and is no longer attending classes after the current school year
- ii. **Drop-out** - Learner has left school and has not completed the full term in the said school for reasons other than transferring to another school or ALS program and death
- iii. **Death** - Learner is declared clinically dead. Death Certificate or any equivalent document shall be presented
- iv. **Transferred to ALS** - Learner has transferred to ALS program

- v. **Transferred to School Abroad** – Learner transferred and is continuing his/her schooling abroad
- vi. **Transferred to International School** – Learner transferred to an international school

Class advisers of public schools and designated LIS school system administrators of private schools and SUCs offering elementary and secondary education must ensure that all the learners' statuses are updated. School Heads must ensure the accuracy and completeness of the school's EOSY submissions before these are "finalized" in the LIS.

#### **B. Enhance Basic Education Information System (EBEIS)**

The following additional data elements will also be gathered and deployed this end of school year, as per DepEd Order 52, s. 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:

**Government Elementary School Profile (GESP), Government Junior High School Profile (GJHSP), Government Senior High School Profile (GSHSP), Government Integrated School Profile (GISP), Private School Profile, State Universities and Colleges School Profile**

- Safe Learning Facilities
- Learning Areas with DRRM-Related Concepts
- Teaching Personnel who received Courses/Training on DRRM/Climate Change Adaptation
- Integration of Climate Change Adaptation and Disaster Risk Reduction and Management (DRRM)
- School Disaster Risk Reduction and Management Team
- Learners who received courses/Training on DRRM/CCA
- Health and Nutrition
- Operation and Maintenance for Sanitation and Facilities
- Menstrual Hygiene
- Travel Details (One-way) from School
- School Location

Note: Whichever data element is applicable to the data gathering forms

**Timelines**

<b>Activities</b>	<b>Date</b>
Start of Encoding in the LIS for K-10	April 17-May 30, 2017
Start of Encoding in the LIS for Grades 11-12	April 19, 2017-May 30, 2017
Updating of School Profile	May 1 -30, 2017
Facility on Correcting Curriculum Offering Classification (COC)	May 1 -30, 2017
Encoding of additional Data Elements for SY 2016-2017 in the EBEIS	May 8, 2017-May 30, 2017
Validation	May 1-30, 2017
Closing of the encoding of LIS and EBEIS facility	May 30, 2017

**Overtime Services and Payment**

To meet the LIS target schedules, all personnel involved in the LIS at the school, district, and division levels are allowed to render overtime (OT) services during weekdays, weekends, and holidays when necessary. At the school level, these OT services can be converted to service credits.

All schools, divisions, and regions are enjoined to establish mechanisms to ensure the timeliness, completeness, and accuracy of learner data as these are crucial to the generation of performance indicators, Beginning of School Year (BOSY) 2016-2017 learner enrolment, and Senior High School Implementation.

**V. Monitoring and Evaluation**

The Schools Division Superintendents through the School Governance and Operations Division - Planning and Research Units, and the Information Technology Officers shall jointly provide technical assistance and resources, as necessary, to the schools to ensure compliance with the guidelines of the EOSY updating in the LIS. Particular attention must be given to schools with no access to internet facilities. The Regional Directors through the Policy, Planning and Research Division shall monitor the divisions' provision of technical assistance and resources to schools for the EOSY updating.

**VI. Effectivity**

This Order shall take effect immediately upon its approval.

## End of School Year Status for SHS Masterlist of Learners

As of \_\_\_\_\_

Track  
Grade LevelProgram  
Class

LRN	LAST NAME	FIRST NAME	MIDDLE NAME	EXTENSION NAME	GENDER	END OF SEMESTER STATUS		End of School Year Status by	Remark
						1st Sem	2nd Sem		

**Indicators****End of Semester Status**

For 1st semester (Interim indicator for SY 2016-17 only)

In School           Learner who are in still in school (attending classes) as of the last day of classes

No Longer in Scho Learner who left school (stop attending classes in any school) before the end of Semester

**For 2nd Semester**

Completer           learner who completed/satisfied (obtained at least 75%) requirement in all subject areas

Incomplete           learner who failed (obtained less than 75%) in one or more subject areas (regardless of number of subjects failed)

No Longer in Scho Learner who left school (stop attending classes in any school) before the end of Semester

**End of School Year Status by Program**

Regular           learner who completed/satisfied (obtained at least 75%) requirement in all subject areas both in 1st and 2nd semester

Irregular           Learner who did not able to satisfied /completed requirement in one or both semesters

**Remark**   Notification will display if the learner shifted from one track/program to another within the School Year