

Novena

2019-2806



Republic of the Philippines
Department of Education
Division of Malaybalay City

DM-2019-11-283
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: 1:55
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DIVISION MEMORANDUM
No. 383, s. 2019

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Heads, Public Elementary, Junior and Senior High Schools
Administrators of Non-DepEd Schools Offering K to 12 Basic Education

FROM: **VICTORIA V. GAZO, PhD., CESO V**
Schools Division Superintendent

SUBJECT: ORIENTATION ON THE GUIDELINES ON YEARLY COLLECTION OF
DATA/INFORMATION REQUIREMENTS AND VALIDATION PROCESS FOR
BEGINNING OF SCHOOL YEAR (BOSY) 2019-2020

DATE: October 31, 2019

1. Pursuant to DepED Order No. 27, s. 2019 re: *Guidelines on the Yearly Collection of Data/Information Requirements and Validation Process*, all schools Public and Private Elementary, Junior and Senior High Schools, State Universities and Colleges offering Kindergarten to Grade 12 are directed to register and update their learners profile in the learner Information System (LIS) and update the school information and other data elements in the Basic Education Information System (BEIS) through the accomplished Data Gathering Forms. (see Attached Data Gathering Forms Attachment III of DepEd Order No.27, s. 2019)

2. To ensure the accuracy and quality of data reported in the LIS and BEIS, a Division and School Validating Team shall be organized which will compose of:
1. Chairman – Lorenzo O. Capacio
Vice Chairman – Novem A. Sescon
Program Coordinators (see attached Annex 1)

2. Chairman – School Head
Vice Chairman – Master Teacher in charge of Curriculum
School ICT Coordinator

3. An Orientation Workshop will be conducted on November 8, 2019 at Veranda to be participated by:
Public Schools Elementary & Secondary : School Heads
Public Schools Elementary :ICT Coordinator (BEIS In-Charge)
Private Schools & SUCs :School Heads

emard/g 11/14/19



Republic of the Philippines
Department of Education
Division of Malaybalay City

4. Meals and snacks shall be charged against LIS/EBEIS fund, while travel and other allowable expenses shall be charged against school local fund subject the usual accounting, and auditing rules and regulations.

4. Queries relative to this, contact Novem A. Sescon/Division Planning Officer through 088-314-0094



Republic of the Philippines
 Department of Education
Division of Malaybalay City

Annex 1

Division Validating Team:

Chairman.: Lorenzo O. Capacio

Vice Chairman.: Novem A. Sescon

Members: Program Coordinators as follows:

Coordinator	Data Elements to be Validated
NOVEM A. SESCON Planning Officer III	Government Elementary School Profile, Government Junior High School Profile, Government Elementary, Junior and Senior High School Profile, Government Elementary, Junior and Senior High School Learners data, Government Elementary, Junior and Senior High School Learners Age Profile, Government Elementary, Junior and Senior High School Repeaters Age Profile, SHS, Learners Data by Track, SHS Learners Data in TVL Track Specialization, Learners Data TLE, Government Elementary, Junior and Senior High School Learners Data by Program, Government Elementary, Junior and Senior High School Enrolment and Number of Classes, validate and check all forms , validate all forms submitted online, Grade 12 Learner in TVL Track Specialization who Took Passed the National Certification, State and Local Universities and Colleges School Profile, Non-DepEd School Profile
LIZA G. BALINTONGOG Education Program Supervisor SPED Coordinator	Age Profile of Learners With Disabilities, Age Profile of Gifted & Talented Learners, Age Profile of Gifted and Talented Learners Data, Gifted and Talented Learners Data, Enrolment and Number Of Classes, Learners with Disabilities Non-Graded Data Self Contained Class, Learners with Disabilities (Graded), Learners with Disabilities (Graded) Data Mainstreamed in Regular Classes, Learners with Disabilities Under Homebound & Hospital Bound, Learners with Disabilities, Learning Resources Needed for the Learners with Disabilities, Learners with Disabilities (LWDS) Non-Graded Classes, Number of Assistance Technology and Adaptive Devices for LWDS, Number of Equipment and Tools in the School for LWDS,
GUIA MA. G. VILLAHERMOSA Administrative Officer IV Personnel Officer	Locally-Funded Teachers Working in the School by Funding Source, Locally-Funded Teachers Working in the School who are Qualified and Trained, DepEd Subsidized Contact of Service of Teachers/ASATIDS Handling Alive Classes, Teaching Related and Non-Teaching Personnel Data (Nationally-Funded), Teacher Assignments (Nationally-Funded Teacher Working in the School), Number of Teacher by Grade Level (Nationally-Funded Teacher Actually Working in the School), Number of Teachers by Teaching Assignments in Grades 4 to Grade 6, Teachers Data Handling Learners with Disabilities, Number of Teachers by Highest Educational Attainments (Nationally-Funded Teachers Only), Teachers who have Specialization in TLE Subject they are Teaching, Teacher Personnel Data, Number of Teachers by Teaching Assignment and Area of Specialization, Number of English, Filipino, Mathematics and Science Teacher by Specialization, Number of Science Teachers with Science Education Major, Teaching Assignments, Number of SHS Teachers in the School with TESDA National Qualification
RIA K. ALQUIZAR Education Program Specialist II SEPS in HRTD	Locally-Funded Teachers Working in the School who are Qualified and Trained, Teachers who Received Training While In-Service from June 2018 to June 2019 (Nationally-Funded Teachers Working in the School), Teachers who Received Training on Information and Communications Technology (ICT), Teacher who Received Training in Pedagogy.



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RACHEL R. VALDE Education Program Supervisor LAC Coordinator	Learning action Cell (LAC) Session
VIRGILIN PIZARRO Education Program Supervisor ALIVE Coordinator	DepEd Subsidized Contact of Service of Teachers/ASATIDS Handling Alive Classes,
VICENTE G. SAN MIGUEL SEPS-Planning and Research	Action Research
LUCILLYN L. CAHUCOM / PATERNO T. PADUA JR. Youth Formation Officer	School Government Program (SGP). Supreme pupils government (SPG) Activities, Career Guidance Program
PAUL JOHN P. ARIAS Information Technology Officer I	Number of Functional Computers in the School, Number of Functional ICT Equipment in the School by Funding Source, Data on Internet Connectivity, Average Monthly Expenses (In Pesos) of Internet Connection by Funding Source,
RHYSA CYLE C. ROSALEJOS Accountant III	MOOE Allocation, Utilization and Liquidation
LESLIE T. FONTANILLA Engineer III Physical Facilities Coordinator/ Division Engineer	Availability of Electricity Supply, School Site Data, Travel Details (one-way) from School, School Location, Number of Existing Instructional Rooms, Number of Existing Non- Instructional Rooms, Number of Existing Classroom Furniture,
Health and Nutrition Section Health & Nutrition Section	Number of Learners who were Dewormed, Number of Female Learners who Received Weekly Iron Folic Acid (WIFA) supplements, Health And Nutrition, School Clinic, Number of Learners by Nutritional Status, Availability of Water Supply, Number of Existing Wash Facilities, Oral Health, Medical and Nursing Services, Mental Health, Tobacco Control, National Preventive Drug Education, Feeding Program, Food Handling, Solid Waste Management, Operation and Maintenance Sanitation Facilities, Menstrual Hygiene.
WOODROW WILSON B. MERIDA Senior Education Specialist Division Sports Coordinator	School Sports Program, Available Sports Clubs and Facilities, School Program Sports Personnel
JIMDANDY M. LUCINE Project Development Officer II DRRM coordinator	Disaster/Calamities, Result of Disabilities, Disaster/Calamities (Human-Induced Hazards), Results of Disaster Incidences, Enabling Environment, Safe Learning Facilities, Disaster Risk Reduction in Education, Armed–Conflict Related Initiatives, Specific Activities Relating to Peacebuilding and the number of Learners who participated, Specific Activities to DRRM/CCA and the Number of Learners who participated, Disaster Risk Management, Armed-Conflict Related Initiatives. School Teaches DRRM/CCA
MARY GLADYS J. DUBLAS SEPS II- M & E Private School Coordinator	Data on Assistance to Students and Teacher in Private Education and Non-DepEd Public Schools Program and its Personnel Data



Republic of the Philippines
Department of Education

DepEd ORDER
No. **027**, s. 2019

20 SEP 2019

**GUIDELINES ON THE YEARLY COLLECTION OF DATA/INFORMATION
REQUIREMENTS AND VALIDATION PROCESSES**

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

1. The Department of Education issues the enclosed guidelines on the **Yearly Collection of Data/Information Requirements and Validation Processes**, together with the Data Gathering Forms and Matrix of Accountability, Escalation Process, and Data Dictionary to provide guidance to all schools in the data collection of basic education statistics.
2. All public and private elementary, junior and senior high schools, state universities and colleges (SUCs), local universities and colleges (LUCs) and higher education institutions (HEIs) offering Kindergarten to Grade 12 are directed to register and update their learners' profile and quick count enrollment in the Learner Information System (LIS) and update the school's profile and other data elements in the Basic Education Information System (BEIS) through the accomplished data gathering forms.
3. The LIS and BEIS can be accessed on the website <http://lis.deped.gov.ph>. A single sign-on is available, linking in the system.
4. All previous issuances relative to this Order, which are found inconsistent are deemed superseded or modified accordingly.
5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.: As stated
Reference: None

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

BASIC EDUCATION
BUREAUS AND OFFICES
DATA
FORMS

LEARNERS
REQUIREMENTS
RULES AND REGULATIONS
SCHOOLS

MCEN, DO Guidelines on the Yearly Collection of Data
0575 - August 13, 2019

(Enclosure to DepEd Order No. 027, s. 2019)

**GUIDELINES ON THE YEARLY COLLECTION OF
DATA/INFORMATION REQUIREMENTS AND VALIDATION
PROCESSES**

I. Rationale

Data, information or knowledge has a significant impact in every organization. It is measured, collected, reported and analyzed in various ways to use in decision-making.

As the largest bureaucracy in the government, the Department of Education regularly collects data or information such as, but not limited to learners, teachers, schools, programs, projects and activities etc.

The process of collecting data or information is through the information systems. The Department of Education (DepEd) has implemented the LIS and BEIS to establish an accurate and reliable registry of learners, and profile of schools which are vital in its planning and budgeting, allocation of resources, and setting operational targets.

The LIS maintains the registry of learners and enable the establishment of a centralized Learner Registry where basic learner information is captured, stored and accessed through a secured facility management. Further, the LIS facilitates the systematic tracking of and decision-making on learners. Meanwhile, the BEIS is a web-based system designed to enhance information management at all levels of governance in the education system. (school, division, region, and national level).

The collected data and information from all schools nationwide are vital in its planning and budgeting, allocation of resources to provide equitable and quality basic education that is accessible to all, and setting operational targets as stipulated in the Philippine Development Goals and Ambisyon Natin 2040 for Basic Education.

II. Scope

These guidelines on data collection and validation of basic education statistics and submission in the systems (LIS and BEIS) shall serve as guide to all personnel involved at all governance levels. This includes the Regional Office (RO), Schools Division Office (SDO), and all public and private elementary, junior, and senior high schools,

For private schools, LUCs/SUCs, and other schools (i.e. Philippine Science High School, Philippine High School for the Arts) offering basic education with different school calendar, the cut-off date of enrollment count shall be as of **August 31**.

1.3 Release of Official Enrollment Data for every School Year

The following table outlines the dates for the release of official enrollment data:

Enrollment	Date of Release	Purpose
Quick Count	June 30	Determination of needs for crucial resources for FY Post Planning Activities
Official Enrollment		
• Preliminary Enrollment	July 31	Determination of School MOOE
• 2 nd Preliminary Enrollment	August 31	Determination of other crucial resources for Budget Deliberation in the Congress
• Final Enrollment	October 31	Computation of Performance Indicators

The encoding/uploading of enrollment data and other data elements in the system shall start on **July 01**.

2. Issuance of School ID

Each school is given a School Identification Number which serves as basis that it is authorized to operate by DepEd. The Regional Office approves the establishment of the school as stipulated in **DepEd Order 40, s. 2014** "Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education" and **DepEd Order 88, s. 2010** "Revised Manual of Regulations for Private Schools in Basic Education" and amendments therefor.

- 2.1 The Quality Assurance Division (QAD) shall endorse to the Policy, Planning and Research Division (PPRD) of the Regional Office all the approved newly established schools for generation of School ID in the BEIS.
- 2.2 The Regional Director shall endorse the approved schools with legal basis per school corresponding the created school ID generated by the PPRD to the Central Office- Education Management Information System Division -Planning Service (EMISD-PS) for confirmation.

2.3 The EMISD-PS shall confirm the school ID and inform the PPRD and Planning and Research Section-School Governance & Operations Division (PRS-SGOD) through a memorandum copy furnished Budget Division-Finance Service and Department of Budget and Management.

2.4 The PRS-SGOD, upon the receipt of the confirmation of School ID, shall then orient the school or its representative on the information system and provide BEIS username and password.

2.1 School ID Approval Process

Office	Procedure	Timeline
Quality Assurance Division (QAD)	<ul style="list-style-type: none"> • Include in the application requirements the school profile form • Upon the issuance of permit QAD furnish copy of the documents to PPRD 	1-3 working days
Policy, Planning and Research Division (PPRD)	<ul style="list-style-type: none"> • PPRD receives documents and generates school ID based on the approved permit and school profile form • Endorse the generated school ID to EMISD-PS at the Central Office for confirmation • Endorse approved school profile and permit to Schools Division Office (SDO) 	1-3 working days
Education Management Information System Division -Planning Service (EMISD-PS)	<ul style="list-style-type: none"> • EMISD-PS receives request and confirms the school ID • Notifies PPRD and PRS-SGOD through a copy furnished to Budget Division and Department of Budget and Management (DBM) 	1-3 working days
School Governance and Operations Division (SGOD)	<ul style="list-style-type: none"> • PRS-SGOD receives documents and issues username and password (including short orientation on the information system) • PRS-SGOD calls the school head to get approved permit, school ID, account details, and conduct orientation 	1-3 working days

2.2 Generation of Sch2.3 School ID of Philippine Schools Overseas (PSO)

- a. The Bureau of Curriculum Development (BCD) shall endorse to the EMISD-Planning Service the approved PSO for the issuance of School ID.
- b. The EMISD-PS shall generate school ID and orient the duly authorized representative of the PSO on the functions and objectives of the information system.
- c. The PSO shall be given username and password for inclusion of all data/info requirements for BOSY 2019-2020 and onwards.

The creation of school ID in the BEIS will be open up to October 31, 2019. All new schools approved after the closing of the BOSY 2019-2020 shall be created before the start of the next school year.

2.3 Standardization of the numbering for issuance of School ID

The standard first digit numbering for the issuance of School ID is as follows:

Type	School ID First Digit Assignment
Public-DepEd ES	1, 2
Public-DepEd SS including SHS	3
Private	4
Public-Integrated	5
SUCs/LUCs	6
Philippine Schools Overseas	7

3. Approval of New, Changes, and Removal of Senior High School Programs

- a. The requesting school shall determine the new SHS program/s to be offered and/or removed/changed.
- b. The school submits a letter of request to the SDO, addressed to the Schools Division Superintendent (SDS), with the corresponding proposal as contained in **DepEd Order No. 51, s. 2015** entitled *"Guidelines on the Implementation of the SHS Program in Existing Public JHSs and ISs, Establishment of Stand-Alone Public SHSs, and Conversion of Existing Elementary and JHSs into Stand-Alone SHSs"* dated October 29, 2015 and **DepEd**

For private schools, LUCs/SUCs, and other schools (i.e. Philippine Science High School, Philippine High School for the Arts) offering basic education with different school calendar, the cut-off date of enrollment count shall be as of **August 31**.

1.3 Release of Official Enrollment Data for every School Year

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Enrollment	Date of Release	Purpose
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• Final Enrollment	October 31	Computation of Performance Indicators

The encoding/uploading of enrollment data and other data elements in the system shall start on **July 01**.

2. Issuance of School ID

Each school is given a School Identification Number which serves as basis that it is authorized to operate by DepEd. The Regional Office approves the establishment of the school as stipulated in **DepEd Order 40, s. 2014** "Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education" and **DepEd Order 88, s. 2010** "Revised Manual of Regulations for Private Schools in Basic Education" and amendments therefor.

2.1 The Quality Assurance Division (QAD) shall endorse to the Policy, Planning and Research Division (PPRD) of the Regional Office all the approved newly established schools for generation of School ID in the BEIS.

2.2 The Regional Director shall endorse the approved schools with legal basis per school corresponding the created school ID generated by the PPRD to the Central Office- Education Management Information System Division -Planning Service (EMISD-PS) for confirmation.

Memorandum No. 04, s. 2014 entitled *"Guidelines On The Preparation For The National Implementation Of The Senior High School (SHS) Program In Non-Deped Schools For The School Year (SY) 2016-2017 And Onwards"* with modification that the approval of the SHS programs will be lodged at the Regional Office.

- c. The SDO receives and subsequently evaluates the school's submitted letter request with the corresponding proposal in compliance with existing policies.
- d. If approved, the request shall be endorsed to the RO.
- e. However, if the school's request is disapproved, the school should comply with the findings and recommendations of the SDO and re-submit to the SDO upon completion of the requirements.
- f. The RO receives the SDO's endorsement which shall then be evaluated for approval. The Quality Assurance Division (QAD) is in-charge of the evaluation of both public and private schools. For the evaluation of curricular matters (approval of new curricular offering), the Curriculum and Learning Management Division (CLMD) is in-charge.
- g. If approved, the RO through the PPRD, shall make the necessary adjustment in the BEIS.
- h. However, if the SDO's endorsement is disapproved, the SDO should comply with the findings and recommendations of the RO, and re-submit to RO upon completion of the requirements.
- i. For approval of special programs that are not listed in the regular offerings (e.g. Specialization on Maritime) shall be approved by the Bureau of Curriculum Development at the DepEd Central Office.
- j. Please refer to **Attachment II** for the Process Flow for the approval of new, changes/removal of SHS Programs.

4. Deactivation and Reactivation of Account

The PPRD shall submit to the Education Management Information System Division-Planning Service (EMISD-PS) of the DepEd Central Office on the second week of June of every year the list of schools who failed to renew their permit so that their accounts will be deactivated. However, once the renewal of their permit will be granted, the Region shall request the reactivation of their accounts in the system.

5. Data Gathering Forms

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

All schools must update their school information in the BEIS, particularly all Curricular Offering Classification (COC) and other datasets that have implications on the enrolment of learners in the LIS and on the approval of the Schools Division Office.

Data Gathering Forms (Attachment III):

- A: Government Elementary School Profile (GESP)
- B: Government Junior High School (JHS) Profile (GJHSP)
- C: Government Senior High School (SHS) Profile (GSHSP)
- D: State and Local Universities and Colleges School Profile (SUC/LUCSP)
- E: Private School Profile (PSP)

New Data Elements/ Additional Requirements

The additional data requirements/data elements in the data gathering forms have been consulted and deliberated with the different concerned offices in the Department in order 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.

For **Public Integrated Schools**, they shall accomplish only the data elements in the GESP, GJHSP and GSHSP Forms that are applicable and relevant to the school.

Likewise, for SUCs/LUCs and Private Schools they shall only provide data that are relevant to or applicable to their Curricular Offering Classification.

All schools must ensure to have a copy of the accomplished forms submitted to the Schools Division Office –Planning and Research Section for the validation of all data elements. Further, schools may post the accomplished forms on their respective bulletin boards.

After the issuance of this policy, if there would be any additional/new information requirements, the Planning Service will issue a memorandum informing concerned offices across all governance levels up to the school level of the new information requirements added to those already existing in the system. No new information

requirements shall be added unless it undergoes the required consultation process with program implementers /concerned offices.

6. Data Dictionary

The DepEd's data dictionary will communicate a standardized definition of all the data elements in the system for consistency purposes, and provide common understanding of the terms among stakeholders within and outside DepEd. This set of information defining the content, format, and structure of the database will be orderly managed in details. This serves as a guide and reference of personnel for data collection and encoding.

Please refer to Annex V of **DepEd Order 45, s. 2017** for the additional, changed/revised data elements. Moreover, the same definitions of all data elements shall be retained as indicated in **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.*"

V. Roles and Responsibilities

1. All public and private elementary and secondary schools, learning centers, SUCs and LUCs offering elementary and secondary education must ensure prompt, complete and accurate accomplishment of LIS and BEIS Forms.
2. 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' profiles are updated. School Heads (SHs) must ensure the accuracy and completeness of the school's BOSY data.
3. The Schools Division Superintendent (SDS), through the School Governance and Operations Division – Planning and Research Section (SGOD-PRS) and the Information Technology Officers (ITOs), shall jointly provide technical assistance and resources as necessary to the schools to ensure compliance with the guidelines of the BOSY data collection in the LIS and EBEIS. Particular attention should be given to schools with no or limited access to internet facilities.
4. The Regional Directors (RDs) through the Policy, Planning and Research Division (PPRD) shall monitor the SDO's provision of technical assistance and resources to schools for BOSY data collection.

5. PRS-SGOD in close coordination with the following offices/units shall be responsible for the **validation** of the identified data elements as reflected in the table below:

<ol style="list-style-type: none"> 1. Curriculum related data on learners (i.e. IP, Muslim Ed) 2. DRRM and other data related activities 3. Teaching and Non-Teaching Personnel Data 4. Computers, Internet and other ICT Equipment 5. Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities 6. School Health Nutrition including solid waste management, tobacco control 7. School Location, Travel details, including School sports, school government program (SSG) 	<p>Curriculum Implementation Division DRR Focal Person HR/Personnel Section IT Section/Unit Engineering Unit</p> <p>Health and Nutrition Unit School Governance and Operations Division</p>
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1. Matrix of Accountability

A Matrix of Accountability is provided below to clearly specify the roles and responsibilities of concerned personnel/unit.

1. 1 Document-related

Process Data	Accountable Office/ Unit
Approval of the following: <ul style="list-style-type: none"> • School permit/recognition (for DepEd and Private Elem, JHS and SHS, SUCs/LUCs) • Separation of annex and extension • Merging of schools • Renaming of schools 	Regional Office-QAD
Creation and issuance of new School ID	Regional Office-PPRD
Confirmation of School ID	EMISD-PS
Change in Administrative level (Division, District, Municipalities, Legislative, and Barangay)	Regional Office-PPRD, Planning Officer III; Schools Division Office-SGOD, PRU
Approval of new programs and removal/changes of programs for SHS	Regional Office-QAD- Both Public and Private

	CLMD- Curricular matters (approval of new curricular offering)
Maintain (add, delete and update) registry of special program offerings for K to 10 and program offerings and/or specializations for SHS	Central Office - BLD & BCD

1.2 System-related

Process Data	Accountable Office/ Unit
A. Maintain School Profile in the BEIS	
Creation of school profile for newly established school in the EBEIS including auto-generation of School ID based on DO 52 s. 2016- F. Standardization of the numbering for issuance of School ID	Regional Office-PPRD
<p>Updating of the following school profile:</p> <p>1. School Level</p> <ul style="list-style-type: none"> -Address -Contact details (telephone no., email address, website- if any) -Class organization (multigrade, monograde or combination) -Date established <p>2. Division Level</p> <ul style="list-style-type: none"> -Curricular Offering Classification (COC) -Reopening and closing of a school -Updating of integrated schools -Renaming of school -School classification -Assignment of School Head, updating of Plantilla Position- including assignment of user account and role <p><i>Change of COC in Public schools from non-integrated to integrated will automatically be assigned a new school ID as based on DO 52 s. 2016</i></p> <p>3. Regional Level</p> <ul style="list-style-type: none"> -Change of Administrative level -School Sub-classification and School Type 	<p>School Head</p> <p>SGOD- Planning and Research Unit, Planning Officer III</p> <p>Regional Office-PPRD, Planning Officer III;</p> <p>Schools Division Office-SGOD, PRU</p>

4. Program/Projects/Activity (PPA) Coordinator shall consolidate supporting documents required for School Profile or School Report Card for BEIS validation.

Sample of Activities to be conducted by the School Validating Team:

Data Elements	Source Documents	Cut-off Date
DOFA LRN Name Sex Birthday Age Mother Tongue IP (Ethnic Group) Religion	Basic Enrollment Form SF9, SF10, SPED Assessment, A&E/PEPT, ECCD, CAV, Cert of Completion, Brgy. Cert, Health Card, Affidavit of Undertaking	June 30 for Public August 31 for Private August 31
House # Street Sitio/Purok Barangay Municipality/City Province Father's Name Mother's Maiden Name Guardian - Name Guardian - Relationship Contact Number of Parent Remarks	SF9, SF10, SPED Assessment, A&E/PEPT, ECCD, CAV, Cert of Completion, Brgy. Cert, Health Card, Affidavit of Undertaking	August 31

B. Maintain Learners Profile in the LIS	
Creation of learner record with system generated Learner Reference Number (LRN)	Class Adviser/ Registrar/ Principal
Updating enrolment data of learners	Class Adviser/ Registrar/ Principal
Defining and maintaining classes for given school year and class adviser's data in the LIS	School System Admin/ School Head
C. Support for Implementing LIS and BEIS	
Users Account Management System Admin	Planning Officer III and SEPS for Research/ IT Officer
Technical Assistance	User Support Division-ICTS EMISD-PS Regional Office-PPRD SGOD-Planning and Research Unit; IT Officer

2. Data Validation

To ensure the accuracy and quality of data reported by schools in the LIS and BEIS, from school level to regional level, a Validating Team will be organized with the corresponding composition and responsibilities.

2.1 School Level

1. Public Schools shall create a School Validating Team (SVT) composed of the following members:

- School Head - Chairman
 - Master Teacher in charge of Curriculum - Vice Chairman
 - LIS Coordinator*
 - EBEIS Coordinator *
- *if applicable*

2. The SVT shall be responsible for conducting orientation to all school personnel on systems updates based on the current guidelines including the proper reporting of data.

3. Grade Level Chairman shall collect supporting documents for LIS validation.

Sample List of data elements in the LIS to be validated: , ,

Activities	School	Division
LIS		
Pre-work Activities <ul style="list-style-type: none"> • Orientation • Data Gathering 	3 rd Week of June	Last Week of May
BEIS		
Pre-work Activities <ul style="list-style-type: none"> • Orientation • Data Gathering 	3 rd Week of July	Last Week of August

2.2 Division Level

1. Organize, convene and orient division TWG members and other members as needed.
2. The Division shall issue a Memorandum informing the schools of the timelines for reporting, and ensure that schools accomplished the templates ahead of time and the on time reporting of data in the system.
3. Conduct Division Orientation / Workshop two weeks after the issuance of the division memo such as pre-work of accomplished templates and attendees – School Head and LIS or BEIS Coordinator.
4. Ensure the submission of schools of final templates for division validation a week after the orientation to Planning Office.
5. The Division Validation Team shall adhere to the following Division Validation processes:
 - a. 100% of table validation of submitted templates by the program coordinators
 - b. Use of tracking form to monitor progress of division validation
 - c. Actual field validation may be considered if needed (for extreme values or errors in encoding)
6. The School may start the submission of final templates for division validation two weeks after the orientation to Planning Office (Large and Very Large division may adopt applicable strategy if needed).

7. PRS – SGOD in close coordination with the following offices/unit shall be responsible for the validation of the identified data elements as reflected in the table below:

Data Elements	Division Focal Person
Curriculum related data on learners (IP, Muslim ED, SPED)	EPS-in-Charge of Special Programs (ALS, SPED, Sports, Madrasah, IPED, Multi Grade)
DRRM and other related activities	DRRM Coordinator
Teaching and Non-Teaching Personnel Data	HR Personnel
Computer, Internet and other ICT equipment	Information Technology Officer
MOOE	Finance Personnel
Instructional/Non Instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel details	Education Facilities Personnel/ Legal Officer
School Health Nutrition including solid waste management, tobacco control	Health and Nutrition Personnel
School Sports	Sports Coordinator
School Government program	SPG Coordinator
School Government program (Youth Formation, SPG, SSG)	Youth Formation Coordinator

8. The Division will create a Division Validation Team composed of the following members:

Chairperson: SGOD Chief

Vice-Chairperson: Planning Officer III

Members:

EPS-in-Charge of Special Programs (ALS, SPED, Sports, Madrasah, IPED, Multi Grade)

DRRM Coordinator

HR Personnel

Information Technology Personnel

Education Facilities Personnel

Health and Nutrition Personnel (Nurse/Dental/Medical Officer)

Data Element	Findings	Signature	Date of Validation
Curriculum related data on learners (IP, Muslim ED, SPED)			
DRRM and other related activities			
Teaching and Non-Teaching Personnel Data			
Computer, Internet and other ICT equipment			
MOOE			
Instructional/Non Instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel details			
School Health Nutrition including solid waste management, tobacco control			
School Sports			
School Government program			
School Government program (Youth Formation, SPG, SSG)			

2.3. Regional Level

Monitoring:

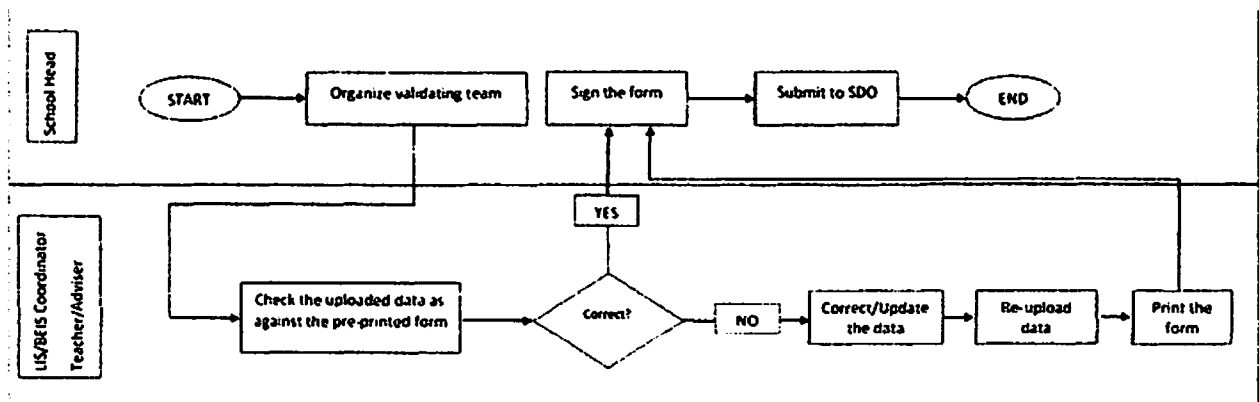
1. Conduct of structured monitoring on the implementation of the different processes at the division and school level
2. Use the existing M&E Tool
3. Provide up-to-date Status of validation to Divisions to ensure 100% compliance

Technical Assistance (TA):

1. Provision of TA during the conduct of orientation of school heads, LIS/BEIS coordinators on the uploading of education data in the system.
2. Provision of TA on the processes, and issues and concerns encountered in the encoding, validation and uploading to ensure timeliness and completeness.
3. Ensure uniform interpretation of Schools Division Offices and School Level in the data elements and definitions.
4. Resolution of all issues and recommendations shall be reported to the Central Office as to policy and systems concerns

Post Validation Process:

1. Monitoring of status of online validation
2. Submission of status report to SDS
3. Check the uploaded data against the pre-printed form.
4. If correct, print the form, if not, correct/update the data then re-upload
5. Sign the form
6. Submit to the Division



Legal Officer (if applicable)
Finance Personnel
Youth Formation Coordinator

2.2.1 LIS Process

1. The Division Planning & Research, Monitoring & Evaluation Personnel, Private School Coordinator and Information Technology Officer as LIS Validation Team shall conduct **random** LIS Validation. They may also tap the District/School LIS/EBEIS Coordinator for assistance.
2. During the ocular inspection, the validating team shall compare the generated SF1 of the school, SF2 and Manual Head Count.
3. Findings relative to validation shall be resolved immediately, be properly recorded in the Validation Report tool and be reflected in the system.
4. Validation shall be conducted year round and if possible, unannounced.

2.2.2 BEIS Process

1. Division Table Validation shall be conducted and will be monitored using the prescribed tool duly signed by the Division Focal Person.
2. The SDS shall sign the school's profile.
3. The duly signed validation tool shall be stored at the PRS-SGOD.
4. All Validated School Forms/Profile will be returned to school subject for finalization in the system.
5. Findings shall be resolved immediately.
6. Validating team will conduct ocular inspection for facilities, teachers, learners' data, among others, and review of documented information available at the school level for any inconsistency.
7. The Division will monitor the status of schools' submission online and shall ensure finalization prior to deadline. Any discrepancy between the validated hard copy and uploaded school profile shall be dealt with accordingly.

The Division Validating Team shall use the monitoring tool template as basis for their validation of all the data elements:

VI. Helpdesk Process Flow

The helpdesk process flow (Please refer to **Attachment IV**) shall serve as guide in resolving issues, inquiries and recommendations in the system/guidelines.

VII. Timeline

The following timeline in the conduct of LIS and BEIS activities shall be observed by all Public and Private Schools including SUCs/LUCs offering basic education programs:

Activity	Timeline
LIS	
<i>BOSY 2019-2020</i>	
Quick Count Enrollment	June 05, 2019– June 21, 2019
Encoding/Updating of Learners	June 19, 2019 - October 31, 2019
BEIS	
<i>BOSY 2019-2020</i>	
GESP, GJHSP, GSHSP, PSP, SUCs/LUCs Profile	July 01, 2019- October 31, 2019
Generation of Reports/ Summary of Reports	November 04, 2019 onwards

Encoding of Quick Count Enrollment shall be applicable only to all public schools.

For the succeeding years, the Department through the Education Management Information System Division (EMISD) of Planning Service (PS) will issue a memorandum on the schedule or timelines of the data collection informing concerned personnel and offices across all governance levels of such changes.

VIII. Other Provisions

a. Overtime Services and Payment

All personnel involved in the LIS and BEIS in all the 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 are duly compensated.

b. Clarifications and Queries

Further queries on the data collection and validation guidelines may be directed to **Education Management Information System-Planning Service** through the following contact details:

Landline: +63 2 638 2251
+63 2 635 3958
Telefax: +63 2 635 3986
E-mail: ps.emisd@deped.gov.ph
Address: 2nd Floor, Teodora Alonzo Building, DepEd
Complex, Meralco Avenue, Pasig City

Meanwhile, **User Support Division- ICTS** shall guide and assist on the technical concerns in the LIS and BEIS and other relevant information through:

Landline: +63 2 636 4878
+63 2 633 2658
Mobile: +63 939 436 1390 (SMART)
+63 977 771 2285 (GLOBE)
E-mail: support.ebeis-lis@deped.gov.ph
icts.usd@deped.gov.ph
Address: Ground Floor, Bonifacio Building, DepEd
Complex, Meralco Avenue, Pasig City
Facebook: www.facebook.com/groups/lis.helpdesk/

V. Monitoring and Evaluation

The PPRD of the Regional Offices and PRS-SGOD of the Schools Division Offices, together with the EMISD-Planning Service of the Central Office, will conduct structured monitoring on the implementation (e.g. data quality and consistency) of the different processes and guidelines of this DepEd Order at the national, regional, division and school level.

The PPRD and PRS-SGOD shall primarily monitor the online submission of schools and quality assure the data reported in the LIS and BEIS. At the Central Office level, EMISD-PS shall timely monitor the compliance and participation of schools through their regions and divisions.

VI. Effectivity

This Order shall take effect immediately upon its approval.

VII. References

- **DepEd Order No.40, s. 2014** *“Establishment, Merging, Conversion, and Naming/Renaming of Public Schools, and Separation of Public School Annexes in Basic Education”*
- **DepEd Order No.88, s. 2010** *“Revised Manual of Regulations for Private Schools in Basic Education”.*
- **DepEd Order No.51, s. 2015** *“Guidelines on the Implementation of the SHS Program in Existing Public JHSs and ISs, Establishment of Stand-Alone Public SHSs, and Conversion of Existing Elementary and JHSs into Stand-Alone SHSs”* dated October 29, 2015
- **DepEd Memorandum No.04, s. 2014** *“Guidelines On The Preparation For The National Implementation Of The Senior High School (SHS) Program In Non-Deped Schools For The School Year (SY) 2016-2017 And Onwards”*
- **DepEd Order No.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”*
- **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))”*
- **DepEd Order No.30, s. 2016** *“Policies and Guidelines on Overtime Services and Payment in the Department of Education”.*