



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY


2023-72025

DM - 2023 - 04 - 148  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
APR 25 2023  
DATE: 5 2023 Time: 4:34  
By: Khesander

DIVISION MEMORANDUM

No. 148, s. 2023

To: Chief Education Supervisors, CID and SGOD  
Public, Elementary and Secondary School Heads  
Private and SUCs Schools Administrators  
Public, Private and SUCs School BEIS Coordinators  
This Division

FROM:   
**ALLIENA S. DAJAY**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

SUBJECT: GRANT OF OVERTIME/SERVICE CREDITS TO PERSONNEL INVOLVED IN  
THE OPERATION OF THE BEIS FOR SY 2022-2023

DATE: April 17, 2023

1. Pursuant to the attached DepEd Order No. 27 s. 2019 re: **Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes**, quotes that "all personnel involved in the LIS and BEIS in all the public schools, district, division, and regional officer are allowed to render overtime services with pay during weekdays, weekends, and holidays when necessary to meet the target schedules.
2. At the school level, there overtime services can be converted to service credits as provided in DepEd Order no. 58, 2.2008 "Authorizing the Grant of Overtime Pay and Other Benefits to personnel Involved in the Operation of the Basic Education System" and provided also in DepEd Order no. 30, s.2016 "Policies and guidelines on Overtime and payment in the Department of Education".
3. Considering the improvement in the LIS and BEIS system, weak to no signal internet connection of our schools and some errors in the system, it is apparent that school LIS and BEIS coordinator shall work overtime and even in holidays and weekend to beat the deadline. They are hereby authorized to render overtime service with pay subject to the existing accounting and auditing rules and regulation. For the school with limited/without funds for this purpose, services credits will be given.
4. For those who would avail of the service credits, submit the following in 3 copies:
  - a. Letter Request
  - b. LIS/BEIS coordinator designation signed by the school heads
  - c. Certification from the school heads/principal for overtime services rendered
  - d. Accomplishment report stating the actual task perform per day.



**Republic of the Philippines**  
**Department of Education**  
**REGION X- NORTHERN MINDANAO**  
**DIVISION OF MALAYBALAY CITY**

---

- e. Daily Time Record (signed by the school heads/principals)
- f. Copy of this memorandum

5. The service credits that will be granted must be based on the actual number of days that the overtime services have been rendered which can be associated to the number of learners enrolled per curriculum offering in the LIS, number of learner profile updated and the submission of school profile in the BEIS for School Year 2022-2023.

6. Queries related to this, contact Novem A. Sescon/Division Planning Officer through 09064709040.

Copy Furnished:  
Records Unit



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

---

**ALLOWABLE SERVICE CREDITS RENDERED BY THE LIS/BEIS COORDINATORS FOR SY 2022-2023 by Curriculum Offerings**

| <b>LIS Coordinator</b>             |                           | <b>BEIS Coordinator</b>    |
|------------------------------------|---------------------------|----------------------------|
| <b>Number of Learners Enrolled</b> | <b>Creditable Service</b> | <b>Creditable Service</b>  |
| 150 learners below (42 schools)    | 1 day                     | 1 day per BEIS Coordinator |
| 151-350 (39 schools)               | 2 days                    |                            |
| 351-600 ( 19 schools)              | 3 days                    |                            |
| 601-950 (8 schools)                | 4 days                    |                            |
| 951-1300 (5 schools)               | 5 days                    |                            |
| 1301-1700 (3 schools)              | 6 days                    |                            |
| 1701 - 2250 ( 1 school)            | 7 days                    |                            |
| 2251-2950 (0 school)               | 8 days                    |                            |
| 2951- 3900 (1 school)              | 9 days                    |                            |
| 3901- 5000 (1 school)              | 10 days                   |                            |
| 5000 above (1 school)              | 11 days                   |                            |



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

(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,

State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), and Higher Education Institutions (HEIs) offering elementary, junior, and senior high school.

This Order also prescribes the process of data validation, revised matrix of accountability across governance levels, and updated data elements in the data dictionary according to the policies and issuances of the strand of Curriculum and Instruction.

### **III. Policy Statement**

This DepEd Order provides guidance in conducting collection, validation and updating data and information in the LIS and BEIS. These systems serve as mechanism for sharing and collection of data and are intended to deliver accurate and relevant information to school heads, educational managers, policy makers and various stakeholders in the education system that are integral part of the Department's planning, policy and program development.

### **IV. Procedures**

Updating of the Beginning of the School-Year (BOSY) enrollment and other data requires proper End of School Year (EOSY) status from the previous school year. All schools need to finalize their classes and ensure the correctness of learner's data to smoothly start the encoding for this school year.

#### **1. Enrollment**

For Beginning of School Year, the data collection shall commence with the following guidelines:

##### **1.1 Quick Count Enrollment**

Quick count enrollment by grade level and sex shall be collected as of **FIRST WEEK** of the Opening of Classes based on actual attendance of learners. The quick count enrollment shall be the basis for the post-planning activities every fiscal year.

Encoding/Uploading of quick count enrollment in the LIS shall start on the first day and will end on the second (2<sup>nd</sup>) week of the opening of the classes. Please refer to **Attachment I** for the quick count enrollment template.

##### **1.2 Official Enrollment Count**

The final enrollment count for every school year will be based on the actual enrollment as of **June 30**.

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:

| <b>Enrollment</b>                        | <b>Date of Release</b> | <b>Purpose</b>   |
|--|------------------------|--|
| <b>Quick Count</b>                       | <b>June 30</b>         | Determination of needs for crucial resources for FY Post Planning Activities     |
| <b>Official Enrollment</b>               |                        |  |
| • Preliminary Enrollment                 | <b>July 31</b>         | Determination of School MOOE   |
| • 2 <sup>nd</sup> Preliminary Enrollment | <b>August 31</b>       | Determination of other crucial resources for Budget Deliberation in the Congress |
| • Final Enrollment                       | <b>October 31</b>      | 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**

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

| <b>Type</b>                   | <b>School ID First Digit Assignment</b> |
|-------------------------------|---|
| 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**

**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"> <li>1. Curriculum related data on learners (i.e. IP, Muslim Ed)</li> <li>2. DRRM and other data related activities</li> <li>3. Teaching and Non-Teaching Personnel Data</li> <li>4. Computers, Internet and other ICT Equipment</li> <li>5. Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities</li> <li>6. School Health Nutrition including solid waste management, tobacco control</li> <li>7. School Location, Travel details, including School sports, school government program (SSG)</li> </ol> | <p>Curriculum Implementation Division<br/>DRR Focal Person<br/>HR/Personnel Section<br/>IT Section/Unit<br/>Engineering Unit</p> <p>Health and Nutrition Unit<br/>School Governance and Operations Division</p> |
|--|---|

### 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

| <b>Process Data</b>   | <b>Accountable Office/ Unit</b>   |
|---|---|
| Approval of the following: <ul style="list-style-type: none"> <li>• School permit/recognition (for DepEd and Private Elem, JHS and SHS, SUCs/LUCs)</li> <li>• Separation of annex and extension</li> <li>• Merging of schools</li> <li>• Renaming of schools</li> </ul> | 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   |
|--|--|
| <b>A. Maintain School Profile in the BEIS</b>  |  |
| 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><i>1. School Level</i></p> <ul style="list-style-type: none"> <li>-Address</li> <li>-Contact details (telephone no., email address, website- if any)</li> <li>-Class organization (multigrade, monograde or combination)</li> <li>-Date established</li> </ul> <p><i>2. Division Level</i></p> <ul style="list-style-type: none"> <li>-Curricular Offering Classification (COC)</li> <li>-Reopening and closing of a school</li> <li>-Updating of integrated schools</li> <li>-Renaming of school</li> <li>-School classification</li> <li>-Assignment of School Head, updating of Plantilla Position- including assignment of user account and role</li> </ul> <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><i>3. Regional Level</i></p> <ul style="list-style-type: none"> <li>-Change of Administrative level</li> <li>-School Sub-classification and School Type</li> </ul> | <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> |

|  |  |
|--|--|
| <b>B. Maintain Learners Profile in the LIS</b>   |  |
| 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   |
| <b>C. Support for Implementing LIS and BEIS</b>  |  |
| Users Account Management System Admin  | Planning Officer III and SEPS for Research/ IT Officer   |
| Technical Assistance   | User Support Division-ICTS<br><br>EMISD-PS<br><br>Regional Office-PPRD<br><br>SGOD-Planning and Research Unit;<br>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.

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



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

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

| <b>Data Elements</b>  | <b>Division Focal Person</b>   |
|---|--|
| 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)**

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:

| <b>Data Element</b>   | <b>Findings</b> | <b>Signature</b> | <b>Date of Validation</b> |
|---|-----------------|------------------|---------------------------|
| 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

## **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:

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

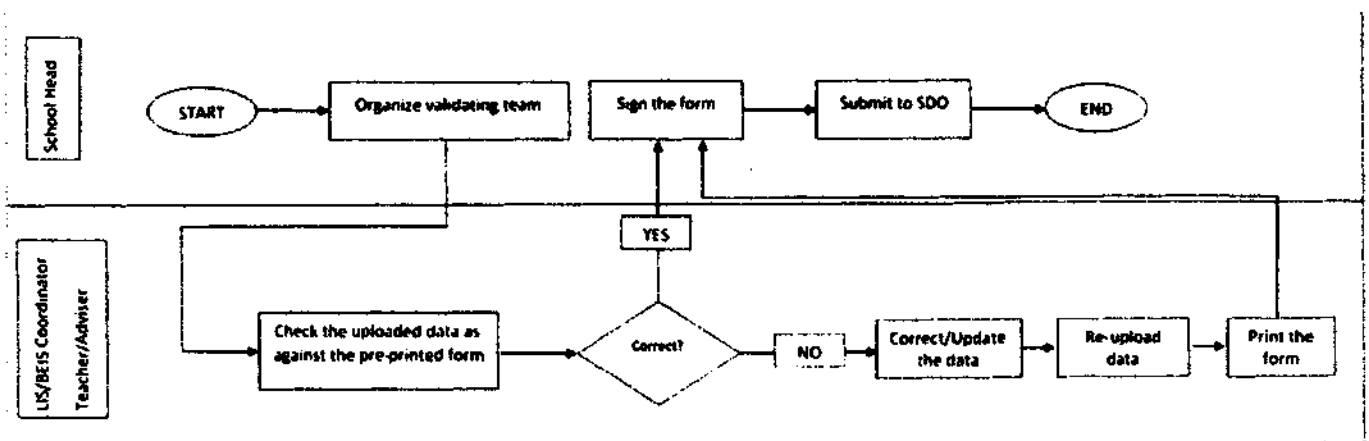
At the school level, these OT services can be converted to service credits as provided in **DepEd Order No. 58, s. 2008** "Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education System", **DepEd Order No. 10, s. 2009** "Addendum to **DepEd 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

### 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



**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”.*



**QUICK COUNTS**  
School Year 2019-2020

**ATTACHMENT I**

**ELEMENTARY**

| Kindergarten | Grade 1 |        | Grade 2 |        | Grade 3 |        | Grade 4 |        | Grade 5 |        | Grade 6 |        | Total<br>Grades 1 to 6 | Learners with Special<br>Educational Needs<br>(Non-graded) | Grand Total<br>Kindergarten to Grade 6<br>Including Learners with<br>Special Educational Needs<br>(Non-graded) |      |        |
|--------------|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|------------------------|--|--|------|--------|
|              | Male    | Female | Male    | Female | Male    | Female | Male    | Female | Male    | Female | Male    | Female |                        |  |  | Male | Female |
|              |         |        |         |        |         |        |         |        |         |        |         |        |                        |  |  |      |        |

**JUNIOR HIGH SCHOOL**

| Grade 7 | Grade 8 |        | Grade 9 |        | Grade 10 |        | Total<br>Grades 7 to 10 |        | Learners with Special<br>Educational Needs<br>(Non-graded) | Grand Total<br>Grades 7 to 10<br>Including Learners with<br>Special Educational Needs<br>(Non-graded) |
|---------|---------|--------|---------|--------|----------|--------|-------------------------|--------|--|---|
|         | Male    | Female | Male    | Female | Male     | Female | Male                    | Female |  |   |
|         |         |        |         |        |          |        |                         |        |  |   |

**SENIOR HIGH SCHOOL**

| TRACKS                                    | Grade 11 |        | Grade 12 |        | Grand Total<br>Grades 11 to 12 |        |
|---|----------|--------|----------|--------|--------------------------------|--------|
|   | Male     | Female | Male     | Female | Male                           | Female |
| Academics                                 |          |        |          |        |                                |        |
| Technical/Vocational/<br>Livelihood (TVL) |          |        |          |        |                                |        |
| Sports                                    |          |        |          |        |                                |        |
| Arts and Design                           |          |        |          |        |                                |        |
| Maths                                     |          |        |          |        |                                |        |
| Grand Total                               |          |        |          |        |                                |        |

C

**Procedure for the approval of new programs and removal/changes of programs for Senior High School (SHS)**

