16 JUL 2018

DepEd O R D E R
No.032, s. 2018

POLICY GUIDELINES ON THE COLLECTION OF DATA/INFORMATION REQUIREMENTS FOR BEGINNING OF SCHOOL YEAR 2018-2019 IN THE LEARNER INFORMATION SYSTEM AND 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 School Heads
     All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year (SY) 2018-2019 in the Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS)**.

2. All public and private elementary, junior and senior high schools (SHS), 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 LIS and update the school's profile and other data elements in the EBEIS.

3. The LIS and EBEIS can be accessed through the web addresses http://lis.deped.gov.ph and http://ebeis.deped.gov.ph, respectively. A single sign-on is available, linking both systems.

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 All previous issuances relative to this Order, which are found inconsistent are deemed superseded or modified accordingly.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:
      DO 45, s. 2017

To be indicated in the <u>Perpetual Index</u>
      under the following subjects:

      BASIC EDUCATION
      DATA
      FORMS
      LEARNERS
      POLICY
      PROGRAMS
      REQUIREMENTS
      SCHOOLS

MCDJ, <u>DO Policy Guidelines on the Collection of Data/Information...</u>
0569-July 13, 2018

(Enclosure to DepEd Order No. 032, s. 2018)

GUIDELINES ON THE COLLECTION OF DATA/INFORMATION REQUIREMENTS FOR BEGINNING OF SCHOOL YEAR (BOSY) 2018-2019 IN THE LEARNER INFORMATION SYSTEM (LIS) AND ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS)

I.   Rationale

The Department of Education (DepEd) has implemented the LIS and EBEIS to establish an accurate and reliable registry of learners, and profile of schools which are vital on its planning and budgeting, allocation of resources, and setting operational targets.

The LIS maintains the registry of learners and enabled 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 a systematic tracking of and decision-making on learners. Meanwhile, the EBEIS 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 Department continuously improves data collection by consistently enhancing these information systems. In this regard, the DepEd aims to provide guidance in the updating of basic education statistics and school's profile in the LIS and EBEIS to all public and private schools, SUCs, LUCs, and HEIs offering elementary, junior and senior high school.

II.   Scope

These guidelines on data collection of basic education statistics and encoding online submission in the LIS and EBEIS serves 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 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, Instruction and Assessment.

III. Policy Statement

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

IV. Procedures

Updating of the Beginning of the School-Year (BOSY) 2018-2019 enrollment and other data requires proper End of School Year (EOSY) 2017-2018 status. 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 2018-2019, 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 for FY 2018.

Encoding/Uploading of quick count enrollment in the LIS shall start on June 08, 2018 and will end on June 29, 2018. Please refer to **Attachment I** for the quick count enrollment template.

1.2 Official Enrollment Count

The final enrollment count for SY 2018-2019 will be based on the actual enrollment as of **June 30, 2018**.

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, 2018.**

1.3   Release of Official Enrollment Data for SY 2018-2019

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

Enrollment	Date of Release	Purpose
Quick Count	June 30, 2018	Determination of needs for crucial resources for FY 2019 Post Planning Activities
Official Enrollment		
• Preliminary Enrollment	July 31, 2018	Determination of School MOOE for SY 2019-2020
• 2nd Preliminary Enrollment	August 31, 2018	Determination of other crucial resources for Budget Deliberation in the Congress for FY 2019 Budget Proposal
• Final Enrollment	October 31, 2018	Computation of Performance Indicators

The encoding/uploading of enrollment data and other data elements in the system shall start on **July 01, 2018.**

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 EBEIS.

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 EBEIS username and password.

2.1 School ID Approval Process

Office	Procedure	Timeline
Quality Assurance Division (QAD)	• 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)	• PPRD receives documents and generate 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)	• 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)	• PRS-SGOD receives documents and issues username and password	1-3 working days

	(including short orientation on the information system) • PRS-SGOD calls the school head to get approved permit, school ID, account details, and conduct orientation	

2.2 Generation of 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 issuance 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 2018-2019 and onwards.

The creation of school ID in the EBEIS will be open up to October 31, 2018. All new schools approved after the closing of the BOSY 2018-2019 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
Philippine BRAC Learning Centers	0

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 the **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 lodge 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 EBEIS.

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. Please refer to **Attachment II** for the Process Flow for the approval of new, changes/removal of SHS Programs.

4. Data Gathering Forms

Updated data gathering forms (Please refer to **Attachment III**) designed for electronic processing using the EBEIS 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 EBEIS, particularly all Curricular Offering Classification (COC) and other data sets that have implication on the enrolment of learners in the LIS and on the approval of the Schools Division Office.

Data Gathering Forms for SY 2018- 2019:

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/Requirements

The additional data requirements/data elements for BOSY 2018-2019 in the data gathering forms has 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.

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

♦Government Elementary School Profile (GESP)

- Table 4. Age Profile of Learners with Special Educational Needs (LSENs), SY 2018-2019 (As of June 30, 2018)
- Table 5. Age Profile of Gifted Learners, SY 2018-2019 (As of June 30, 2018)
- Box 1. Number of Classes, SY 2018 -2019 (As of June 30, 2018)
- Table 10. Learners with Special Educational Needs (Graded) Data Mainstreamed in Regular Class, SY 2018-2019 (As of June 30, 2018)
- Table 11. Learners with Special Educational Needs (Graded) Data in Self-Contained Class, SY 2018-2019 (As of June 30, 2018)
- Table 12. Learners with Special Educational Needs (LSENs) under the Homebound and Hospital Bound Program
- Table 19. Teachers' Data Handling Learners with Special Educational Needs (LSENs) (Nationally-funded teachers only), SY 2018-2019 (As of June 30, 2018)

♦Government Junior High School Profile (GJHSP)

- Box 7. Other Conflict-Related Data, For the months of June 2017 to May 2018
- Box 9. Integration of Climate Change Adaptation (CCA) and Disaster Risk Reduction and Management
- Box 12. Availability of Water Supply, SY 2018-2019 (As of June 30, 2018)
- Box 16. Feeding Program, SY 2018-2019 (As of August 31, 2018)
- Box 17. Food Handling, SY 2018-2019 (As of August 31, 2018)
- Table 7. Age Profile of Learners with Special Educational Needs (LSENs), SY 2018-2019 (As of June 30, 2018)
- Table 8. Learners with Special Educational Needs (LSENs) under the Homebound and Hospital Bound Program
- Table 16. Number of Teachers by Teaching Assignment and by Area of Specialization (Nationally-funded teachers only)
- Table 17. Number of Teachers by Highest Teaching Degree Attainment
- Table 18. Number of Science Teachers with Science Education Major
- Table 19. Number of Mathematics and Science Teachers by Specialization, SY 2018-2019 (As of June 20, 2018)
- Box 2. Learning Action Cell (LAC) Session, SY 2018-2019
- Box 3. Action Research, SY 2018-2019
- Table 28. Result of Disaster Incidences, For the months of June 2017 to May 2018
- Table 32. Health and Nutrition, SY 2018-2019 – D. Number of female learners who received Weekly Iron Folic Acid (WIFA) Supplementation for the previous SY 2017-2018
- Box 11. School Clinic, SY 2018-2019
- Table 34. Oral Health, previous SY 2017-2018
- Table 35. Medical and Nursing Services, previous SY 2017-2018
- Box 13. Mental Health, previous SY 2017-2018
- Box 14. Tobacco Control, SY 2018-2019
- Box 15. National Preventive Drug Education, SY 2018-2019
- Box 21. School Government Program (SGP), SY 2018-2019
- Box 22. Supreme Pupils Government (SPG) Activities, 2018-2019
- Box 23. Career Guidance Program, SY 2018-2019
- Box 24. School Sports Program, SY 2018-2019 (As of June 30, 2018) – Available Sports Events, Clubs, and Facilities
- Box 25. School Sports Program, SY 2018-2019 (As of June 30, 2018) – Sports Personnel (DepEd Funded) Data

♦Government Senior High School Profile (GSHSP)

- Table 1. SHS Learners Data, SY 2018-2019 (As of June 30, 2018)
- Table 6a. SHS Learning Special Educational Needs Data, SY 2018-2019 (As of June 30, 2018)
- Table 8. SHS Teaching Related and Non-Teaching Personnel Data (Nationally-funded), SY 2018-2019) (As of June 30, 2019)
- Table 9a-9b, SHS Teaching Personnel Data (Nationally –funded), SY 2018-2019 (As of June 30, 2018

- Table 39. Learning Action Cell (LAC) Session, SY 2018-2019
- Table 40. Action Research, SY 2018-2019
- Table 41., Medical and Nursing Services, previous SY 2017-2018

♦State and Local Universities and Colleges Profile (SUCs/LUCs)

- Table 1. Elementary Learners Data, SY 2018-2019 (As of June 30, 2018)
- Table 4. Learners with Special Educational Needs (Non-Graded) Data, SY 2018-2019 (As of June 30, 2018)
- Continuation of Definition of Table 4
- Table 5. Learners with Special Educational Needs (Graded) Data, SY 2018-2019 (As of June 30, 2018)
- Table 9. JHS Learners with Special Educational Needs (Graded), SY 2018-2019 (As of June 30, 2018)
- Table 14. SHS Learners with Special Educational Needs (Graded) Data, SY 2018-2019 (As of June 30, 2018)
- Table 18. Vulnerabilities, For the Months of June 2017 to May 2018
- Table 19. Disaster Preparedness, For the Months of June 2017 to May 2018
- Table 20. Disasters/Calamities, For the Months of June 2017 to May 2018
- Table 21. Disasters/Calamities, (Human-Induced Hazards - Armed Conflict)

♦Private School Profile (PSP)

- Table 1. Elementary Learners Data, SY 2018-2019 (As of June 30, 2018)
- Table 4. Age Profile of Learners with Special Educational Needs (LSENs), SY 2018-2019 (As of June 30, 2018)
- Table 5. Age Profile of Gifted Learners, SY 2018-2019 (As of June 30, 2018)
- Table 6. Gifted Learners Data, SY 2018-2019 (As of June 30, 2018)
- Table 7. Learners with Special Educational Needs (Non-Graded) Data, SY 2018-2019 (As of June 30, 2018)
- (Continuation of Definition of Table 8)
- Table 8. Learners with Special Educational Needs (Graded) Data Mainstreamed in Regular Class, SY 2018-2019 (As of June 30, 2018)
- Table 9. Learners with Special Educational Needs (Graded) Data in Self-Contained Class, SY 2018-2019 (As of June 30, 2018)
- Table 10. Learners with Special Educational Needs (LSENs) Under the Homebound and Hospital Bound Program
- Table 14. JHS Learners with Special Educational Needs, SY 2018-2019 (As of June 30, 2018)
- Table 15. Senior High School (SHS) Learners Data, SY 2018-2019 (As of June 30, 2018)
- Table 19. SHS Learners with Special Educational Needs (Graded) Data, SY 2018-2019 (As of June 30, 2018)
- Table 22. Personnel Data, SY 2018-2019 (As of June 30, 2018)

- Table 23. Vulnerabilities, For the Months of June 2017 to May 2018
- Table 24. Disaster Preparedness, For the Months of June 2017 to May 2018
- Table 25. Disasters/Calamities, For the Months of June 2017 to May 2018
- Table 26. Disasters/Calamities (Human-Induced Hazards - Armed Conflict), For the Months of June 2017 to May 2018

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.

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 to their respective bulletin board.

5. Data Dictionary

The DepEd's data dictionary will communicate a standardized definition of all the data elements in the systems 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 the **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 EBEIS 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 to 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:

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

Matrix of Accountability

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

1. Document-related

Process Data	Accountable Office/ Unit
Approval of the following: • 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

2. System-related

Process Data	Accountable Office/ Unit
A. Maintain School Profile in the EBEIS	
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
Updating of the following school profile: *1. School Level* -Address -Contact details (telephone no., email address,	School Head

website- if any) -Class organization (multigrade, monograde or combination) -Date established *2. Division Level* -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 *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*	SGOD- Planning and Research Unit, Planning Officer III
3. Regional Level -Change of Administrative level -School Sub-classification and School Type	Regional Office-PPRD, Planning Officer III; Schools Division Office- SGOD, PRU
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 EBEIS	
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

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 EBEIS activities shall be observed:

Activity	Timeline
LIS	
BOSY 2018-2019	
Quick Count Enrollment	June 08, 2018 – June 30, 2018
Encoding/Updating of Learners	July 01, 2018- October 31, 2018
EBEIS	
BOSY 2017-2018	
GESP, GJHSP, GSHSP, PSP, SUCs/LUCs Profile	July 01, 2018- October 31, 2018
Generation of Reports/ Summary of Reports	October 31, 2018 onwards

VIII.   Other Provisions

a. Overtime Services and Payment

All personnel involved in the LIS and EBEIS in all the public schools, district, division, and regional offices, all 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 EBEIS 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 at the national, regional, division and school level.

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 2018-2019

ELEMENTARY

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

JUNIOR HIGH SCHOOL

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

SENIOR HIGH SCHOOL

TRACKS	Grade 11		Grade 12		Grand Total Grades 11 to 12	
	Male	Female	Male	Female	Male	Female	Total
Academic						
Technical-Vocational-Livelihood (TVL)						
Sports						
Arts and Design						
Maritime						
Grand Total						

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

School	SDO	RO

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┌─────────────────────┐     ┌───────────────────────────┐     ┌───────────────────────────┐
│        START        │     │ Receives and evaluates the│     │ Receives and evaluates the│
└─────────┬───────────┘     │ school's submitted letter │     │ SDO's submitted endorsement│
          │                 │ of request            (A) │     │                        (B)│
          ▼                 └─────────────┬─────────────┘     └─────────────┬─────────────┘
┌─────────────────────┐                   ▼                                 ▼
│ Determines new SHS  │              ◇ Approved? ◇                     ◇ Approved? ◇
│ program/s to be     │         No                                No
│ offered             │                   │ Yes                             │ Yes
│ removed/changed     │                   ▼                                 ▼
└─────────┬───────────┘     ┌───────────────────────────┐     ┌───────────────────────────┐
          │                 │ Submits endorsement to RO │     │ Make the necessary        │
          ▼                 └───────────────────────────┘     │ adjustment in the EBEIS   │
┌─────────────────────┐                                       └─────────────┬─────────────┘
│ Submits letter of   │                                                     ▼
│ request to SDO, with│                                             ┌───────────────┐
│ the corresponding   │                                             │      END      │
│ proposal as         │                                             └───────────────┘
│ contained in DepEd  │
│ Order No. 51 s. 2015│
└─────────────────────┘

┌─────────────────────┐     ┌───────────────────────────┐
│ Complies with the   │     │ Complies with the findings│
│ findings and        │     │ and recommendations of the│
│ recommendations of  │     │ RO and submit to the RO   │
│ the SDO and         │     │ upon completion of the    │
│ re-submit to the SDO│     │ requirements          (B) │
│ upon completion of  │     └───────────────────────────┘
│ the requirements (A)│
└─────────────────────┘
```