



DIVISION MEMORANDUM

No. 110

May 6, 2014

To:

School Head/School In-Charge/EBEIS Coordinator
1 ICT/LIS Coordinator per district and secondary school
Elementary and Secondary Schools
This Division

Subject:

Orientation on Enhanced Basic Education Information System (EBEIS) Data Gathering for End of School Year SY 2013-2014

To ensure prompt, complete and accurate filling-up and encoding of the EBEIS data gathering forms as per DepEd Order No. 23., s.2014, an orientation on Enhanced Basic Education Information System (EBEIS) Data Gathering for End of School Year SY 2013-2014 shall be conducted on the following schedule and cluster venues, to wit:

District/School	Schedule		No. of Participants
	Date/Time	Venue	
Cluster 1 1. Lugait 2. Manticao 3. Naawan 4. Initao	May 14, 2014 (AM) 8:00pm-12:00nn	Naawan CS	73
Cluster 2 5. Libertad 6. Laguindingan 7. Alubjid 8. Opol	May 14, 2014 (PM) 1:00pm-5:00pm	Alubjid CS	86
Cluster 3 9. Tagoloan 10. Villanueva 11. Claveria I & II	May 15, 2014 (AM) 8:00am-12:00nn	VN Chavez MCS	87
Cluster 4 12. Jasaan 13. Balingasag North & South 14. Lagonglong	May 15, 2014 (PM) 1:00pm-5:00pm	Balingasag CS	86
Cluster 5 15. Talisayan 16. Medina 17. Magsaysay I & II	May 16, 2014 (AM) 8:00pm-12:00nn	Maanas ES	87
Cluster 6 18. Salay 19. Sugbongcogon 20. Kinoguitan	May 16, 2014 (PM) 1:00pm-12:00nn	Salay CS	79

All participants are required to accomplish a draft copy of the herein attached revised EBEIS End of SY (EOSY) Data Gathering forms including the following documents during the orientation, to wit:

1. Form 3 - June 2013 & March 2014
2. SF 5 SY 2013-2014
3. SF 6 SY 2013-2014
4. Year End Performance Indicators SY 2013-2014
5. Inventory of School Furniture – Armchairs, Desks and Tables as of March 31, 2014
6. Inventory on School Building as of March 31, 2014
7. Class Program SY 2013-2014
8. Teaching Load & Specialization Survey (secondary schools only)
9. Personnel Profile as of March 31, 2014 or Latest Plantilla
10. Inspection Report from municipal building official/municipal engineer with attached latest pictures of condemned/condemnable classrooms

Furthermore, the following timeline in the conduct of EBEIS activities shall be observed:

EBEIS Activity	Timeline
Start of Encoding End of School Year 2013-2014	May 12-16, 2014
Online Submission (ebeis.deped.gov.ph)	May 16-23, 2014
Validation and Submission of signed print copies (generated online)	May 16-23, 2014
Closing of System	May 24, 2014

All ICT/LIS coordinators are advised to bring fully charged laptop, broadband stick/wifi modem and extension wire during the orientation.

Travelling expense shall be charged to local funds subject to the usual accounting and auditing policies, rules and regulations.

Immediate dissemination of and strict compliance with this memorandum is directed.



CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent