



Republic of the Philippines
Department of Education

DepEd ORDER
No. **45**, s. 2017

11 AUG 2017

**GUIDELINES ON UPDATING THE BASIC EDUCATION STATISTICS FOR
THE BEGINNING OF SCHOOL YEAR 2017-2018 IN THE LEARNER
INFORMATION SYSTEM AND ENHANCED BASIC EDUCATION
INFORMATION SYSTEM**

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

1. The Department of Education (DepEd) issues the enclosed **Guidelines on Updating the Basic Education Statistics for the Beginning of School Year 2017-2018 in the Learner Information System (LIS) and Enhanced Basic Education Information System** together with the updated Data Gathering Forms, Matrix of Accountability and Data Dictionary to provide guidance to all schools in the data collection of basic education statistics in the system.
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 in the LIS and update the EBEIS through the accomplished data gathering forms.
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 All previous issuances relative to this Order, which are found inconsistent are deemed superseded or modified accordingly.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

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

BASIC EDUCATION
DATA

FORMS
LEARNERS

POLICY
STATISTICS

MCDJ/ R DO Beginning of SY 2017-2018 LIS and EBEIS
0645/July 19, 2017

(Enclosure to DepEd Order No. 45, s. 2017)

**UPDATING OF BASIC EDUCATION STATISTICS FOR BEGINNING OF
SCHOOL YEAR 2017-2018 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.

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 HEI's offering elementary, junior and senior high school education.

II. Scope

The guidelines on data collection of basic education statistics and encoding online submission in the LIS and EBEIS will guide all personnel involved at all levels. This involves 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 schools.

III. Policy Statement

This DepEd order provides guidance in the conduct of updating of data and information through the LIS and EBEIS. This shall be a venue for sharing and collection of data; which is 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.

This order also prescribes the revised matrix of accountability across governance levels and updated data elements in the data dictionary as

per the policies and issuances of the strand of Curriculum, Instruction and Assessment

IV. Procedures

Updating of the BOSY 2017-2018 enrolment and other data encoding requires proper End of School Year 2016-2017 status. All schools needs to finalize their classes and ensure the correctness of learner's data to smoothly start the encoding for this school year.

1. Enrolment

Enrolment figures for BOSY 2017-2018 of all schools shall be as of the **last school day of the opening month of the school year**, i.e., **June 30, 2017** (Date of First Attendance in the school that the learner last attended until the said cut-off date). For other schools with different school calendar, the cut-off date is **August 31, 2017**.

Ensure 100% encoding of all learners before the cut-off date for the purpose of resource allocation such as Maintenance and Other Operating Expenses (MOOE), additional teacher and classroom allocation.

2. Issuance of School ID

Every school shall be given a School ID which shall serve as the basis that a school is authorized to operate by DepEd. The Regional Office approves the creation 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".

Policy, Planning and Research Division (PPRD) of the RO will generate School ID automatically from the EBEIS using their account. Please refer to **Annex I** "EBEIS User Manual".

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(EMISD) - Planning Service for confirmation.

The creation of school ID in the system will be open up to October 31, 2017. All new schools approved after the closing of the BOSY 2017-2018 will be created before the start of the next school year.

The **Philippine Schools Overseas (PSO) & Philippine Bangladesh Rural Advancement Committee (BRAC) Learning Centers** approved by the Central Office and **Tahderiyyah Community Centers** approved by the Regional Office will be given a school ID. The CO shall orient/train PSO personnel in accessing the LIS and EBEIS for submission of education statistics of their learners and schools.

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 then submits a letter of request to the SDO, addressed to the Schools Division Superintendent (SDS), with the corresponding proposal as required by Part VI.A.1 of the **DepEd Order No. 51, s. 2015** entitled "*Guidelines on the Implementation of the SHS Program in Existing Public JHSs and ISSs, 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 into the Regional Office.
- c. The SDO receives and subsequently evaluates the school's submitted letter of 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 complies with the findings and recommendations of SDO and re-submit to SDO upon completion of the requirements.
- f. The RO receives the SDO's endorsement. It is then evaluated for approval. The Quality Assurance Division (QAD) is in-charge for 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 thru PPRD, shall make the necessary adjustment in the EBEIS.
- h. However, if the SDO endorsement is disapproved, the SDO complies with the findings and recommendations of RO and re-submit to RO upon completion of the requirements.
- i. Please refer to the **Annex II** for the Process Flow for the approval of new, changes, removal of SHS Programs.

4. LIS Facilities

The following facilities and additional tagging of learners are already deployed in the LIS:

- Enrolment of new entrant;
- Enrolment of learners with gap in their enrolment history;
- Enrolment of learners who transfers from previous SY who were promoted, conditionally promoted, retained and dropped-out;
and
- Enrolment of learners with no enrolment record from previous school year.

Further, the following learners and data will now be tagged in the LIS:

- Learners with Special Education Needs, Gifted and talented learners and Mainstreamed in regular classes;
- Height (cm.) and weight (kg.) of learners; and

- Shift order of classes where the learners belong (1st, 2nd or 3rd Shift).

Senior High School Eligibility

All Grade 10 completers in the previous school year are eligible to enter Grade 11. For Grade 11 learners who have different situation, below are the scenario with its corresponding learner status who will proceed to Grade 12:

	Scenario	Learner status
1.	Completed both grade 11 first and second semester subjects	Regular Grade 12
2.	Completed grade 11 first semester subjects but with back subjects on second semester	Irregular Grade 12
3.	Completed grade 11 first semester subjects and shifted track/strand/specialization on second semester	Irregular Grade 12
4.	Completed both grade 11 first and second semester subjects (considered regular grade 11 student) but shifted track/strand/specialization on grade 12	
	a. Grade 11 (1 st and 2 nd Semester) Change of strand within the same track	Regular Grade 12
	b. Grade 11 (1 st and 2 nd Semester) Change of track	Irregular Grade 12
5.	No first semester during grade 11	Irregular Grade11
6.	No second semester during grade 11	Irregular Grade11

New facilities deployed in the LIS

- Enrolment from previous school year
- New learner records
- Enrolment gaps

Please refer to **Annex III** for the procedures of the new facilities in the LIS

5. Data Gathering Forms

Updated data gathering forms (Please refer to **Annex IV**) 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 LIS and on the approval of the Schools Division Office.

Data Gathering Forms for SY 2017- 2018:

- 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 2017-2018 in the data gathering forms has been consulted and deliberated with the different offices in the Department involved 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)

- School Information
- Table 1. Learners Data
- Box 1. Number of Classes
- Table 7. Learners with Special Educational Needs (Non-Graded) Data
- Table 8. Learners with Special Education Needs (Graded) Data
- Table 9. Personnel Data (Locally-funded and DepEd Subsidized Teachers Working in the School)
- Table 10. Teaching Related and Non-Teaching Personnel Data
- Table 14. Number of Teachers by Teaching Assignment in Grade 5 and 6
- Table 15. MOOE Allocation, Utilization and Liquidation
- Table 17. Number of Other Functional ICT Equipment in the School by Funding Source
- Box 4. School Site Data
- Table 19. Vulnerabilities
- Table 21 Disasters/Calamities
- Table 21 Disasters/Calamities (Human-Induced Hazards - Armed Conflict)
- Box 5 Other Conflict-Related Data
- Table 26C. Number of Learners by Nutritional Status
- Box 9. Availability of Water Supply

- Table 27. Number of Existing Wash Facilities
- Table 28. Travel Details (One-Way) from School
- Box 15. School Location

♦Government Junior High School Profile (GJHSP)

- School Information
- Table 1. JHS Learners Data
- Box 1. Number of Classes
- Table 6. JHS Learners with Special Educational Needs (Graded)
- Table 9. Personnel Data (Locally-Funded and DepEd Subsidized Teachers Working in the School)
- Table 10. JHS Teaching Related and Non-Teaching Personnel Data (Nationally-Funded)
- Table 11. JHS Teaching Personnel Data (Nationally-Funded)
- Table 12. JHS Teacher Assignments (Nationally-Funded Teachers Working in the School)
- Table 14. JHS MOOE Allocation, Utilization and Liquidation
- Table 16. Number of Functional ICT Equipment of JHS by Funding Source
- Box 4. School Site Data
- Table 18. Vulnerabilities
- Table 20. Disasters/Calamities
- Table 21. Disasters/Calamities (Human-Induced Hazards - Armed Conflict)
- Box 5. Other Conflict-Related Data
- Box 6. Safe Learning Facilities
- Table 25. JHS Health And Nutrition
 - Number of Learners Who Were Vaccinated by the Department of Health in the School
 - Number of Learners by Nutritional Status
 - Number of Learners Who Were Dewormed
- Box 9. Availability of Water Supply
- Table 26. Number of Existing Wash Facilities
- Table 27. Travel Details (One-Way) from School
- Box 15. School Location

♦Government Senior High School Profile (GSHSP)

- School Information
- Table 1. Learners Data
- Box 1. Number of Classes
- Table 5a. and Table 5b. SHS Learners data in Technical-Vocational-Livelihood (TVL) Track Specializations
- Table 7. Teaching Related and Non-Teaching Personnel Data
- Table 8. Personnel Data (Locally-funded and DepEd Subsidized Teachers Working in the School)
- Table 12a. and 12 b. Number of Teachers in the School with TESDA National Qualifications
- Table 13. MOOE Allocation, Utilization and Liquidation

- Table 16. Number of Other Functional ICT Equipment in the School by Funding Source
- Box 3. School Site Data
- Table 17. Vulnerabilities
- Table 19. Disaster/Calamities
- Table 20. Disaster/Calamities (Human-Induced Hazard-Armed Conflict)
- Box 4. Other Conflict-Related Data
- Box 8. Availability of Water Supply
- Table 24. Number of Existing Wash Facilities
- Table 25. SHS Health and Nutrition
- Table 26. Travel Details (One-Way) from School

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

- School Information
- Box 1. Number of Classes
- Table 4 Learners with Special Educational Needs (non-graded) Data
- Table 5 Learners with Special Educational Needs (Graded) data
- Table 9 JHS Learners with Special Educational Needs (graded) Data
- Table 14 SHS Learners with Special Educational Needs (Graded) Data
- Table 15a. and Table 15b. SHS Learners data in Technical-Vocational-Livelihood (TVL) Track Specializations
- Table 18 Vulnerabilities
- Table 19 Disaster Preparedness
- Table 20 Disasters/Calamities
- Table 21 Disasters/Calamities (Human-Induced Hazards – Armed Conflict)

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 Unit for the validation of all data elements. Further, schools may post the accomplished forms to their respective bulletin board.

6. Data Dictionary

The DepEd's data dictionary will communicate a common meaning of all the data elements in the system for consistency and common understanding among the stakeholders within and outside DepEd. These set of information describing the content, format and structure of the database will be orderly managed in details. This will also serve as a guide and reference of personnel for data collection and encoding.

Please refer to **Annex V** 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, are directed to ensure prompt, complete and accurate accomplishment of the LIS and EBEIS.
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’ profile will be updated. School Heads (SHs) must ensure the accuracy and completeness of the school’s BOSY data.
3. The School Division Superintendents (SDS), through the School Governance and Operations Division – Planning and Research Unit (SGOD-PRU) and the Information Technology Officers (ITO), 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/limited access to internet facilities.
4. The Regional Director (RDs) through the Policy Planning and Research Division (PPRD) shall monitor the division’s provision of technical assistance and resources to schools for the BOSY collection of data.

Matrix of Accountability

A Matrix of Accountability is provided below for the better understanding of the roles and responsibilities of each personnel/unit.

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

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 as 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	School Head

<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><i>2. Division Level</i></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><i>3. Regional Level</i></p> <ul style="list-style-type: none"> -Change of Administrative level -School Sub-classification and School Type 	<p>SGOD- Planning and Research Unit, Planning Officer III</p> <p>Regional Office-PPRD, Planning Officer III; Schools Division Office- SGOD, PRU</p>
B. Maintain Learners Profile in the LIS	
Creation of learner record with system generated Learner Reference Number	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
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4. Timeline

The following timeline in the conduct of LIS and EBEIS activities shall be observed:

Activity	Timeline
LIS	
<i>Encoding/ Updating of LIS for BOSY 2017-2018</i>	
K to Grade 10	June 20, 2017 – September 30, 2017
SHS	July 31, 2017 – September 30, 2017
New facilities for deployment	July 06, 2017 – August 13, 2017
EBEIS	
<i>Encoding for BOSY 2017-2018</i>	
Kindergarten to SHS	August 18, 2017 - October 31, 2017
Generation of accomplished GESp, GJHSP, GSHSP, SUC/LUCSP and PSP	September 04, 2017 onwards

5. Other Provision

a. Source of Funds

PMIS Funds shall be downloaded directly to the SDOs to aid in activities that allows for the timely and accurate accomplishment of the LIS and EBEIS and other planning activities.

b. 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 will be duly compensated.*

c. Clarifications and Queries

Further queries and issues may be communicated to:

For Policies and Procedures:

Education Management Information System- Planning Service

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

For Systems and Helpdesk:

User Support Division- ICTS

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 SGOD of the School Division Offices, together with the Planning Service of the Central Office, will conduct structured monitoring of 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 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 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 30, s. 2016** *“Policies and Guidelines on Overtime Services and Payment in the Department of Education”*.