



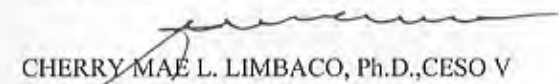
Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
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DIVISION MEMORANDUM

No: 205, s.2015

FOR: School Administrators and School ICT Coordinators
Private Kindergarten/Elementary and Secondary Schools
Mrs. Meylinda M. Paceño, EPS-I/Division Private Schools Coordinator
Division LIS Team
This Division

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

SUBJECT: DIVISION TRAINING WORKSHOP ON DATA MANAGEMENT, EBEIS AND LEARNER INFORMATION SYSTEM (LIS) ENROLMENT OF LEARNER PROFILES FOR BEGINNING OF SCHOOL YEAR (SY) 2015-2016 FOR PRIVATE KINDERGARTEN /ELEMENTARY AND SECONDARY SCHOOLS

DATE: 13 July 2015

1. There will be a One-Day Division Training-Workshop on Data Management and Learner Information System (LIS) Enrolment of Learner Profiles for Beginning of SY 2015-2016 for Private kindergarten/elementary and secondary schools on July 23, 2015 at Hotel Koresco, Cagayan de Oro City.
2. Furthermore, all school administrators and ICT coordinators are required to prepare/finalize the following reports/documents for BOSY LIS Enrolment, to wit:
 - a). Final Enrolment Report as of first Friday of the school opening
 - b). School Form 1 (SF 1) School Register with attached copies of birth certificate of learners
 - c). School Form 2 (SF 2) Daily Attendance Report of Learners
- indicating the date of first attendance of learners
3. Participants are advised to bring fully charged laptop, extension wire and mobile broadband. Each participant shall confirm his/her participation through online registration using this link <http://goo.gl/forms/Fu1CAjG0iY> on or before July 20, 2015.
4. The workshop proper will start at exactly 8:00 o'clock in the morning.
5. A registration fee of Three Hundred Eighty Pesos (P380.00) shall be collected for every participant to cover 1 lunch and 2 snacks.
6. For clarifications or inquiries, you may contact the Division LIS Team through 09177076075 or send email at misamis.oriental@deped.gov.ph
7. For immediate dissemination and compliance.

/dpu_clg; ito_ftd



Republic of the Philippines
Department of Education

26 JUN 2015

DepEd ORDER
No. **26**, s. 2015

**LEARNER INFORMATION SYSTEM (LIS) AND ENHANCED BASIC EDUCATION
INFORMATION SYSTEM (EBEIS) UPDATING FOR BEGINNING
OF SCHOOL YEAR (BOSY) 2015-2016**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. To establish accurate and reliable registries of learners and schools which will ensure availability of data and information needed for planning and budgeting, allocation of resources and setting operational targets to provide access to compete quality basic education, the Department of Education (DepEd) has implemented the Enhanced Basic Education Information System (EBEIS) and Learner Information System (LIS).
2. All public and private elementary and secondary schools, state universities and colleges (SUCs) offering elementary and secondary education, and all programs under Alternative Learning System (ALS), including *Abot-Alam*, are directed to register and update their learners' profiles through the LIS.
3. Every learner in the basic education system shall be issued only one permanent Learner Reference Number (LRN) that he/she shall use throughout the entire basic education program. The Search Learner Facility of the LIS shall aid in determining whether or not the learner already has a LRN. A learner's uniqueness must always be established before creating a new LRN.
4. All public and private elementary and secondary schools and SUCs offering elementary and secondary education, are directed to ensure prompt, complete and accurate accomplishment of the EBEIS.
5. Every school in the basic education system shall be issued a School ID. The Regional Office (RO) is tasked to submit the documents on the establishment of new public schools, recognition of private schools, and SUCs offering elementary and secondary education to the Central Office, through the Education Management Information System (EMIS) Division, for issuance of new School IDs. Upon issuance of the School ID, the Schools Division Office (SDO) is tasked to update the school's basic profile in the EBEIS.
6. The division planning officer and information technology officer shall be in-charge of the user account management. They shall issue user accounts for all public and private school heads, mobile teachers and *Abot-Alam* program facilitators and shall give them appropriate access rights in the LIS and EBEIS.

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

8. For public schools, the concerned personnel shall follow these steps:

8.1 LIS

- a. The school principal and school Information Communications Technology (ICT) coordinator shall issue the user accounts to all homeroom advisers and shall give them appropriate access rights to their specific homeroom sections;
- b. Using as basis the School Form 1 (School Register), the homeroom advisers shall enrol all their learners into their section;
- c. For Kindergarten and Grade 1 pupils who underwent the catch-up program, the homeroom adviser shall register them into the LIS. They are automatically issued new LRNs by the system;
- d. For transferees from private schools, *Balik Aral* learners and learners who were enrolled in public schools in SY 2014-2015 but do not have any LRNs yet after ensuring that a thorough search in the LIS has been conducted, the homeroom adviser shall register them into the LIS and submit the learner's supporting documents to the SDO, through the Division Planning Unit;
- e. The Division Planning Unit shall approve the issuance of a new LRN to a learner after ensuring that the learner's encoded details are accurate and he/she does not yet have an LRN in the system; and
- f. The homeroom advisers shall also update all required learners' data for Beginning of School Year (BOSY) 2015-2016.

8.2 EBEIS

- a. The school principals shall update all required school data for BOSY 2015-2016;
- b. After ensuring that all required data have been accurately updated, they shall submit the updated profile in the system; and
- c. The school can download its SY 2015-2016 Government Elementary School Profile (GESP) or Government Secondary School Profile (GSSP), that contains its official BOSY enrolment from the LIS, and school data from the EBEIS in September 2015.

9. For private schools and SUCs, the concerned personnel shall follow these steps:

9.1 LIS

- a. Download the LIS for Private Schools Form from the LIS "Help" page or through this URL: <http://lis.deped.gov.ph/help>;
- b. Fill-out the template with complete and accurate information on all enrolled learners for this SY;

- c. Upload the completed masterlist in the LIS through <http://lis.deped.gov.ph/uploadprivate2015>; and
- d. The DepEd Central Office (CO) shall build up the initial registry of all private school learners in the LIS. Succeeding updates of the private schools' master list of learners with corresponding LRNs and enrolment status will be done online through the LIS facility starting September 1, 2015.

9.2 EBEIS

- a. The school principal shall update all required school data for BOSY 2015-2016;
- b. After ensuring that all required data have been accurately updated, they shall submit the updated profile in the system; and
- c. The school can download its SY 2015-2016 Private Schools Profile (PSP) or SUCs Laboratory School Profile that contains its official BOSY enrolment from the LIS and school data from the EBEIS in September 2015.

10. For DepEd delivered ALS programs, the concerned personnel shall follow these steps:

- 10.1 Learning facilitators (mobile teachers, district ALS coordinators and *Abot-Alam* program facilitators) will register learners who have attended ALS program anytime from January 1 to June 5, 2015;
- 10.2 Specify the program and delivery mode the learner is enrolled in, the date of first attendance and status;
- 10.3 Indicate learning center where the learner is enrolled. A learning facilitator is only allowed to indicate a learning center within his/her area of assignment; and
- 10.4 The learning facilitator can download its MIS 002 – Learners' Profile from the LIS starting September 2015.

11. For ALS DepEd procured and DepEd partner programs, the concerned personnel shall follow these steps:

- 11.1 Persons-in-charge of the ALS programs shall download the LIS for ALS Form from the LIS "Help" page or through this URL: lis.deped.gov.ph/help;
- 11.2 Fill-out the template with complete and accurate information on learners who have attended ALS programs within Calendar Year (CY) 2015;
- 11.3 Submit the completed masterlist to the Division Education Program Supervisor (DEPS) for ALS. The Division EPS for ALS shall upload the completed masterlist in the LIS through <http://lis.deped.gov.ph/uploadALS2015>; and
- 11.4 The DepEd CO shall build up the initial registry of all ALS learners under DepEd procured, and DepEd partner programs in the LIS.

12. For *Abot-Alam* enlisted learners, the concerned personnel shall follow these steps:

- 12.1 For those enrolled in existing DepEd delivered ALS programs, the mobile teacher shall mark the field of *Abot-Alam* in the learner's profile;

- 12.2 For those enroled in existing ALS DepEd procured and DepEd partner programs, the provider shall mark the column *Abot-Alam* in the LIS for ALS Form; and
- 12.3 For those enroled in other programs, using the OSY database and the base file for the Progress Monitoring Sheet, the Division EPS for ALS shall encode the details of these learners and mark their program accordingly.

13. The following timelines shall be observed:

Date	Activity
June 29-August 31, 2015	Updating of LIS for BOSY 2015-2016
July 6-August 31, 2015	Updating of EBEIS for BOSY 2015-2016
September 2015	Downloading of GESP, GSSP, PSP SUC Laboratory Schools' Profile and ALS Learners' Profile

14. A detailed manual and instructional videos are accessible in the LIS posted on <https://lis.deped.gov.ph/help>.

15. The ROs and SDOs, through the planning officers, private school coordinator, EPS for ALS and information technology officers, shall jointly provide technical assistance to the schools to ensure the timeliness, accuracy and completeness of submitted data.

16. The SDOs shall oversee the encoding of data for all concerned personnel with no access to Internet facilities.

17. The LIS shall be secured, as far as practicable, with the use of the most appropriate standard required by the ICT industry. Further, in order to ensure that learner information are secured and protected, the collection, updating and processing of information shall be subject to the following accountabilities:

- 17.1 The class adviser shall be responsible for collecting and updating of information on learners in the formal school, ensuring that data capture is supported by appropriate legal documents;
- 17.2 The ALS facilitator shall be responsible for collecting and updating information on learners in ALS, ensuring that data captured is supported by appropriate legal documents and that sensitive learner information are protected from unauthorized access or disclosure; and
- 17.3 The SH shall be responsible for implementing necessary policies and procedures in his/her school to ensure that the collection and processing of learning information is carried out in accordance with the guidelines provided in this Order and that sensitive learning information are protected from unauthorized access or disclosure.

18. The aforementioned parties are granted security clearance to have access to the information in the LIS in their specific areas of responsibility. No other party shall be granted access to any information in the system unless a request for such security clearance is submitted and approved by the Office of the Secretary (OSec).

19. DepEd, through the OSec shall ensure the security and confidentiality of learner information in the LIS and that processing of learner information and access to the same is in accordance with the provisions of the Data Privacy Act of 2012.

20. All government employees involved in the LIS and EBEIS at the schools, district and division levels are allowed to render overtime (OT) services during weekdays, weekends, and holidays when necessary to meet the LIS target schedules. At the school level, these OT services can be converted to service credits.

21. All previous issuances relative to this Order, which are found inconsistent are deemed superseded or modified accordingly.

22. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

References:

DepEd Order Nos.: (13 and 42, s. 2014); and 19, s. 2015

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

DATA
FORMS
INFORMATION TECHNOLOGY
OFFICIALS
POLICY
PROGRAMS
PROJECTS
PUPILS
SCHOOLS
STUDENTS
TEACHERS

LIST OF PARTICIPATING PRIVATE KINDERGARTEN/ELEMENTARY AND SECONDARY SCHOOLS

No.	School Name	Municipality	Legislative District	No. of Participants		
				School Administrator	ICT Coordinator	Total
1	Holy Child Montessori of Balingasag	BALINGASAG	1st District	1	1	2
2	Misamis Oriental Institute of Science and Technology	BALINGASAG	1st District	1	1	2
3	St. Peter's College of Balingasag, Inc.	BALINGASAG	1st District	1	1	2
4	St. Rita's College of Balingasag	BALINGASAG	1st District	1	1	2
5	St. Rita's Parish Kindergarten and Nursery School	BALINGASAG	1st District	1	1	2
6	San Alonzo de Rodriguez Academy, Inc.	BALINGOAN	1st District	1	1	2
7	Holy Child High School	KINOGUITAN	1st District	1	1	2
8	St. John the Baptist High School	LAGONGLONG	1st District	1	1	2
9	San Roque Parish High School	MAGSAYSAY	1st District	1	1	2
10	St. Leonard College	MAGSAYSAY	1st District	1	1	2
11	Grace Christian School	MEDINA	1st District	1	1	2
12	Medina Christian Glory Academy	MEDINA	1st District	1	1	2
13	St. Isidore School	MEDINA	1st District	1	1	2
14	Fr. Alfeo F. Villanueva Parochial School, Inc.	SALAY	1st District	1	1	2
15	GCAF SALAY Learning Center Inc.	SALAY	1st District	1	1	2
16	Paraclete Christian Academy	SALAY	1st District	1	1	2
17	Grace Christian School of Talisayan, Inc.	TALISAYAN	1st District	1	1	2
18	St. Mary's Academy	TALISAYAN	1st District	1	1	2
19	Mt. Carmel Parish Development Learning Center	TALISAYAN	1st District	1	1	2
20	Living Hope Christian Academy of Alubijid	ALUBIJID	2nd District	1	1	2
21	Rev. Fr. Francis Chapman Learning Center	ALUBIJID	2nd District	1	1	2

			Legislative	No. of Participants		
22	Claveria Misamis Oriental Cherubins Learning Center, Inc.	CLAVERIA	2nd District	1	1	2
23	Dolnara Agricultural Academy	CLAVERIA	2nd District	1	1	2
24	Our Lady of Lourdes Learning Center of Claveria	CLAVERIA	2nd District	1	1	2
25	Gitagum Advent Academy	GITAGUM	2nd District	1	1	2
26	Prophet's Pen Academy	GITAGUM	2nd District	1	1	2
27	Sto. Nino High School	GITAGUM	2nd District	1	1	2
28	ELIZ Learning Center	INITAO	2nd District	1	1	2
29	Xavier Academy	INITAO	2nd District	1	1	2
30	Colegio De Sto. Nino de Jasaan	JASAAN	2nd District	1	1	2
31	Holy Family School of Misamis Or.	JASAAN	2nd District	1	1	2
32	Jasaan Parish Kindergarten School	JASAAN	2nd District	1	1	2
33	Master Tomas D. Eugenio Sr. Foundation School	JASAAN	2nd District	1	1	2
34	Mopstea, Inc. Learning Center Villa	JASAAN	2nd District	1	1	2
35	New Horizon and Light Learning Center	JASAAN	2nd District	1	1	2
36	St. Mary's Academy of Jasaan	JASAAN	2nd District	1	1	2
37	The Potter's Hand Learning institute	JASAAN	2nd District	1	1	2
38	Jesus of Nazareth Learning Center	LAGUINDINGAN	2nd District	1	1	2
39	Laguindingan Christian Kindergarten, Inc.	LAGUINDINGAN	2nd District	1	1	2
40	Our Lady of Peace Parish School	LUGAIT	2nd District	1	1	2
41	Trinity College of Science and Technology	MAGSAYSAY (LINUGOS)	2nd District	1	1	2
42	Mindanao Mission Academy	MANTICAO	2nd District	1	1	2
43	St. Anthony Parish School	MANTICAO	2nd District	1	1	2
44	Mindanao State University at Naawan Integrated Developmental School	NAAWAN	2nd District	1	1	2
45	Naawan Roman Catholic Learning Center	NAAWAN	2nd District	1	1	2

			Legislative	No. of Participants		
46	Rockville Grace Christian School	NAAWAN	2nd District	1	1	2
47	Divine Mercy Mission Academy	OPOL	2nd District	1	1	2
48	HAYNNESVILLE CHRISTI SCHOOL	OPOL	2nd District	1	1	2
49	IFI AGNUS DEI Learning Center, Inc.	OPOL	2nd District	1	1	2
50	Opol Adventist Elementary School	OPOL	2nd District	1	1	2
51	Opol Grace Christian School	OPOL	2nd District	1	1	2
52	Riverdale Academy	OPOL	2nd District	1	1	2
53	Riverdale Grade School	OPOL	2nd District	1	1	2
54	St. Alphonsus de Liguori School	OPOL	2nd District	1	1	2
55	St. Jude Thaddeus Academy	OPOL	2nd District	1	1	2
56	Train Up A Child Academy	OPOL	2nd District	1	1	2
57	Victory Evangelical School	OPOL	2nd District	1	1	2
58	Blessed Mother College	OPOL	2nd District	1	1	2
59	Agcito Baptist Christian School	TAGOLOAN	2nd District	1	1	2
60	Christian Samaritan Health Services and Technical School Inc.	TAGOLOAN	2nd District	1	1	2
61	New Hope Christian School	TAGOLOAN	2nd District	1	1	2
62	PROIS INTERNATIONAL CHRISTIAN SCHOOL	TAGOLOAN	2nd District	1	1	2
63	Señora Santa Ana Parochial School	TAGOLOAN	2nd District	1	1	2
64	St. Mary's Academy of Tagoloan	TAGOLOAN	2nd District	1	1	2
65	St. Tomas De Cagayan College	TAGOLOAN	2nd District	1	1	2
66	Tagoloan Learning Center	TAGOLOAN	2nd District	1	1	2
67	Our Lady of Candle Parochial Learning Center	TAGOLOAN	2nd District	1	1	2
68	Liberty Christian School	VILLANUEVA	2nd District	1	1	2
69	OUR LADY OF GUADALUPE SCHOOL-VILLANUEVA,INC.	VILLANUEVA	2nd District	1	1	2

			Legislative	No. of Participants		
70	Regina Angelorum School of Villanueva Inc.	VILLANUEVA	2nd District	1	1	2
	Division Office Personnel					7
			Total	70	70	147