




Republic of the Philippines
Department of Education

#327671

Tanggapan ng Pangalawang Kalihim
 Office of the Undersecretary

ADVISORY

FOR : ARMM REGIONAL SECRETARY
 REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 PUBLIC & PRIVATE SCHOOL HEADS
 SUCs, LUCs and HEIs HEADS
 ALL CONCERNED

FROM : 
 JESUS L.R. MATEO
 Undersecretary

SUBJECT : Updating of Learner's Profile in the LIS and School Information
 in the EBEIS for the Beginning of School Year (BOSY) 2017- 2018

DATE : 22 June 2017

The data collection of basic education statistics and updating of learner's profile in the LIS is done every school year by all schools, learning centers, SUCs, LUCs and HEI's offering elementary, junior and senior high school education both in the public and private sectors.

In this regard, DepEd opens the encoding and/or updating of enrolment for the BOSY 2017- 2018 which requires proper End of School Year (EOSY) 2016 - 2017 status. In connection with this, please make sure that the EOSY updating is already finalized before encoding and/or updating BOSY 2017- 2018 data in the LIS and EBEIS. Also, please make sure that the School Information, particularly the Curricular Offering Classification (COC), is updated before encoding in the LIS to avoid issues, particularly those involving approval of the Schools Division Office.

The following are the updates for the School Information in the EBEIS:

Process Data	Accountable Office/Unit
Creation of School Profile for a newly established school; 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

DepEd Complex, Meralco Ave., Pasig City 1600


633-7206 www.deped.gov.ph

June 23, 2017

To: Public and Private Elementary, JHS and SHS School Heads
 Coordinators, Advisers, and
 All Other Concerned

For your information, guidance and compliance.


 SOCORRO V. DELA ROSA, CESO VI
 Schools Division Superintendent

RELEASED
 DepEd, Division of Catanduanes
 RECORDS SECTION
 Date JUN 28 2017
 Time: 3:45 P.M.
 Initial/Signature: 



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Process Data	Accountable Office/ Unit
Change in Administrative level (Division, District, Municipalities, Legislative, and Barangay)	Regional Office- PPRD; Schools Division Office- SGOD, PRU
Updating of COC <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>	Schools Division Office- SGOD, PRU
Assignment of School Head, updating of Plantilla Position- including assignment of user account and role	Schools Division Office- SGOD, PRU
Updating of School Sub-classification and School Type	Regional Office- PPRD; Schools Division Office- SGOD, PRU
Updating of Contact Details	Regional Office- PPRD; Schools Division Office- SGOD, PRU; Schools
Reopening and closing of a school	Schools Division Office- SGOD, PRU

A User guide/online help regarding the School Information will be uploaded in the Support Page.

The conduct of the said activities shall begin on:

- Kinder to Junior High School: **June 20, 2017**
- Senior High School: **To be announced**

For clarifications or inquiries, please contact us at the following telephone numbers (02) 638-2251; 635-3958 or email us at ps.emisd@deped.gov.ph.

For strict compliance.