



October 26, 2018

DIVISION MEMORANDUM

No. 367

**ORIENTATION-WORKSHOP ON THE UPLOADING AND VALIDATING OF DATA IN THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS)**

**TO :** Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors, Principals and  
 Head Teacher In-Charge of the District  
 Heads of all Public and Private Elementary, Secondary and  
 Integrated Schools , LUCs and SUCs  
 District Planning Officers-Designate  
 District ICT Coordinators  
 All Others Concerned

1. The Department of Education Division of Aklan through the School Governance and Operations Division, Planning Unit, will conduct an Orientation-Workshop on the downloading, encoding, uploading and validating of data in the Enhanced Basic Education Information System (EBEIS) at ASJ Hall, DepED Division Office, Kalibo, Aklan on the following schedules :

CLUSTER	DATE
CLUSTER I Altavas, Balete, Banga	November 5, 2018
CLUSTER II Batan, Libacao, New Washington	November 6, 2018
CLUSTER III Madalag, Kalibo I, Kalibo II	November 7, 2018
CLUSTER IV Numancia, Lezo, Malinao, Makato	November 8, 2018
CLUSTER V Tangalan, Ibajay East, Ibajay West	November 12, 2018
CLUSTER VI Nabas, Malay, Buruanga	November 13, 2018

2. The activity aims to upload and submit accurate, complete, timely, and systematic data on the Enhanced Basic Education Information Services (EBEIS).



3. The participants of this activity are the School Heads, District Planning Officers-Designate and District ICT Coordinators. They are requested to bring laptop, power extension cord, and portable wifi device for back-up internet connection which are needed for the workshop.

4. Morning snacks will be charged to the EBEIS 2018 downloaded fund while transportation and other incidental expenses of the participants will be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. Personnel/participants involved in this orientation-workshop are allowed to render overtime (OT) service with pay or services credits on holidays and weekdays as provided in DepEd Order No. 58, s. 2008 "Authorizing the Grant of overtime Pay and other benefits to Personnel Involved in the Operation 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 Benefits to Personnel Involved in the Operations of the Basic Education Information System (EBEIS) and DepEd Order No. 30, s. 2016 "Policies and Guidelines on Overtime Services and Payment in the Department of Education.

6. Attached is the Unnumbered Department Memorandum from Undersecretary Jesus L.R. Mateo dated October 24, 2018 with the subject "Specific Instructions on the Collection of Data/Information Requirements for Beginning of School Year (BOSY) 2018-2019 in the Basic Education Information System.

6. Immediate and widest dissemination of this Memorandum is earnestly desired.

  
**SALVADOR O. OCHAVO, Jr., Ed.D., CESO VI**  
Schools Division Superintendent 

References :DM-PFO-2018-01172

DepED Order No. 58, s. 2008

DepED Order No. 10, s. 2009

DepED Order No. 58, s. 2008

DepED Order No. 30, s. 2016

Inclosure : As stated

Allotments : 1-5 (R.O. s. 1994)

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

BASIC EDUCATION

DATA LEARNERS PROGRAMS

SCHOOLS

/MCV

**'May katawhayan ng kalipayan sa among mga eskuelahan.'**



Republic of the Philippines  
**Department of Education**

**T** *Tanggapan ng PangalawangKathim*  
*Office of the Undersecretary*

**TO:** Regional Directors  
Schools Division Superintendents  
Planning and Research Section-SGOD  
School Heads  
Other concerned personnel

**FROM:**   
JESUS L.R. MATEO  
Undersecretary

**SUBJECT:** Specific Instructions on the Collection of Data/Information  
Requirements for Beginning of School Year (BOSY) 2018-2019 in the  
Basic Education Information System

**DATE:** 24 October 2018

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This is in reference to the issued DepEd Order 32, series 2018: Policy 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). Please be advised of the following specific instructions as follows:

1. Downloading and uploading of the BEIS School Profile templates shall **ONLY** be done using the School Head User Account at the [www.beis.deped.gov.ph](http://www.beis.deped.gov.ph).
2. Make sure to download the official/valid BEIS School Profile templates appropriate to the Curricular Offering Classification (COC) of the school:  
GESP: GESPv2018.10.24.xlsx  
GJHSP: GJHSPv2018.10.24.xlsx  
GSHSP: GSHSPv2018.10.24.xlsx  
PSP: PSPv2018.10.24.xlsx  
SLUCs: SLUCv2018.10.24.xlsx
3. Encode data in the white cells of the template. Do not use copy and paste, cut and paste and most especially drag and drop.
4. Make sure that data is complete. Although blank cells are allowed, all tables/boxes that are expected to have entries should be filled up.
5. Users can upload their accomplished BEIS School Profile templates as many times as needed. However, only data from the latest uploaded version will be saved in the database.
6. User can change the file name of the template.

7. A video presentation is available at <http://bit.ly/beisuploadingvideotutorial>
8. Observe the following timelines:

<b>Activity</b>	<b>Responsible Office</b>	<b>Schedule</b>
Encoding of School Profiles	Schools	October 24 to December 15, 2018
Validation	School Division Office	November 1 to December 31, 2018
Reversion	School Division Office	December 16 to December 31, 2018

Thank you for continued support.