



Republic of the Philippines
Department of Education
National Capital Region

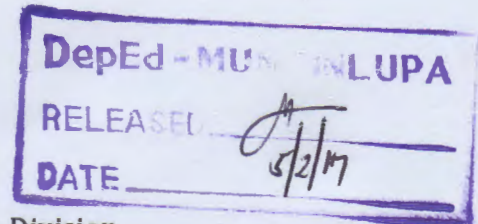
SCHOOLS DIVISION OFFICE
CITY OF MUNTINLUPA

April 27, 2017

DIVISION MEMORANDUM

NO. 067 s. 2017


TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary and Secondary School Principals/Officers-in-Charge



**END OF SCHOOL YEAR 2016-2017 UPDATING OF LEARNER PROFILES ON THE
LEARNER INFORMATION SYSTEM AND ADDITIONAL DATA REQUIREMENTS IN
THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM**

Attached is DepEd Order No. 23 s. 2017 dated April 24, 2017, on the above-captioned subject, contents of which are self-explanatory, for the information and guidance of all concerned.

Immediate and wide dissemination of this Memorandum is desired.


MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent





Republic of the Philippines
Department of Education

24 APR 2017

DepEd ORDER
No. **23**, s. 2017

**END OF SCHOOL YEAR 2016-2017 UPDATING OF LEARNER PROFILES
ON THE LEARNER INFORMATION SYSTEM AND ADDITIONAL
DATA REQUIREMENTS IN THE ENHANCED BASIC
EDUCATION INFORMATION SYSTEM**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
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 the **End of School Year (SY) 2016-2017 Updating of Learner Profiles on the Learner Information System (LIS) and Additional Data Requirements in the Enhanced Basic Education Information System (EBEIS)**.
2. This DepEd Order aims to provide guidance to all concerned schools and learning centers on the End of SY updating of learners' profiles and data collection of basic education statistics.
3. For End of SY 2016-2017 data, all public and private elementary and secondary schools, state universities and colleges (SUCs) offering elementary and secondary education, are directed to update their learners' profiles and other data requirements through the LIS and EBEIS.
4. Immediate dissemination of and strict compliance with this Order is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Order No. 52, s. 2016

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

DATA	LEARNER
FORMS	POLICY
INFORMATION TECHNOLOGY	SCHOOLS

R-MCR/ DO-End of SY 2016-2017 Upadating of Learner Profiles...
0352/April 11/20, 2017

END OF SCHOOL YEAR 2016-2017 UPDATING OF LEARNER PROFILES ON THE LEARNER INFORMATION SYSTEM (LIS) AND ADDITIONAL DATA REQUIREMENTS IN THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS)

I. Rationale

The Department recognizes the importance of maintaining accurate, quality and relevant basic education statistics in addressing the needs of our schools and learners, in support of the performance evaluation of the basic education sector vis-à-vis the achievement of DepEd's goals as stated in the ten-point agenda of the current administrations Social Development Goals (SDGs), and other international commitments.

II. Statement of Policy

The Department hereby issues the guidelines on the End of School Year, (EOSY) 2016-2017 updating of learner profiles on the Learner Information System (LIS), and additional data requirements in the Enhanced Basic Education Information System (EBEIS). The updating of information of learners' basic profiles, enrolment status, end of school year academic accomplishment for the whole school year in the LIS, and other useful data and information is needed for planning & budgeting, allocation of resources, and setting operational targets.

III. Scope of the Policy

For End of School Year 2016-2017 data, all public and private elementary and secondary schools, state universities and colleges (SUCs) offering elementary and secondary education, are directed to update their learners' profiles and other data requirements through the LIS and EBEIS.

IV. Procedures

A. Learner Information System (LIS)

For Grades 1 to 10, the School Form 5 - Report on Promotion and Level of Proficiency and School Form 6 - Summarized Report on Promotion and Level of Proficiency as contained in the DO 4, s. 2014 "Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools effective End of School Year 2013-2014" shall be utilized.

Class advisers are tasked to resolve all learner profile issues to ensure a complete and accurate Master List of Learners for SY 2016-2017.

In updating the EOSY Status Learner Profiles, the class advisers shall follow these steps:

- a. The EOSY status of the learner shall be updated based on the following guidelines:
- i. “Promoted” is the status of a learner who has achieved a final grade of at least 75% in all learning areas. The learner will be promoted to the next grade level. In the system, if no other status is selected, the learner is tagged as “Promoted”.
 - ii. “Conditionally Promoted” is the status of a learner who did not meet expectations in at most two (2) learning areas. The learner must pass remedial classes for learning areas where he/she failed, in order to be promoted to the next grade level. Otherwise, the learner is retained in the same grade level.
 - iii. “Retained” is the status of a learner who did not meet expectations in at least three (3) learning areas. The learner remains in the same grade level.
 - iv. “Transferred Out” is the status of a learner who transferred to another school or ALS Program within the SY. The tagging of the learner as a transferee will be the responsibility of the receiving school. The system will automatically update the status of the learner as “Transferred Out” once the originating school tags the learner as “No Longer in School”, the receiving school enrolls the learner, and both schools have finalized their EOSY master lists.
 - v. “Dropped Out” is the status of a learner who left the school and did not complete the full term for reasons other than transferring to another school or ALS Program and death. The system will automatically update the status of the learner as “Dropped Out” if the originating school tags the learner as “No Longer in School” and he/she is not enrolled in another school.
- b. For learners who were accelerated within the SY, the learner must first be enrolled to the higher grade level before the EOSY status is updated. The system will automatically tag the learner as “Accelerated” in his/her enrollment record in the lower grade level. The learner’s record will be reflected in the Report on Promotions of the higher grade level.

The generation of School Forms 5 and 6 will be available in the LIS upon a school’s finalization of its EOSY submission. However, the final and official School Forms 5 and 6 will be available in the system no later than five (5) days after the deadline for EOSY updating. For computation of general average, please observe guidelines stipulated in DepEd Order 8, s. 2015 and DepEd Order 36, s. 2016.

The Senior High School is designed by semester and track/program. **Annex A “End of School Year Status for SHS Masterlist of Learners”** will be used to update the status of the learners.

To update the status of SHS learners, below are the definitions of data elements to be considered:

In School – Learner who is still in school (attending classes) as of the last day of classes

No Longer in School - Learner who left school (stopped attending classes in any school) before the end of the Semester

For 2nd Semester

- a. **Completer** - Learner who completed/satisfied (obtained at least 75%) requirement in all subject areas
- b. **Incomplete**- Learner who failed (obtained less than 75%) in one or more subject areas (regardless of number of subjects failed)
- c. **No Longer in School** - Learner who left school (stopped attending classes in any school) before the end of the Semester

End of School Year Status by Program

- a. **Regular** - Learner who completed/satisfied (obtained at least 75%) requirement in all subject areas in both the 1st and 2nd semesters
- b. **Irregular** - Learner who did not satisfy/complete requirements in one or both semesters

The status of No Longer in School (NLS) shall be categorized as follows:

- i. **Accelerated** – Learner was assessed and qualified for the higher grade level for the next school year, and is no longer attending classes after the current school year
- ii. **Drop-out** – Learner has left school and has not completed the full term in the said school for reasons other than transferring to another school or ALS program and death
- iii. **Death**- Learner is declared clinically dead. Death Certificate or any equivalent document shall be presented
- iv. **Transferred to ALS** – Learner has transferred to ALS program

- v. **Transferred to School Abroad** – Learner transferred and is continuing his/her schooling abroad
- vi. **Transferred to International School** – Learner transferred to an international school

Class advisers of public schools and designated LIS school system administrators of private schools and SUCs offering elementary and secondary education must ensure that all the learners' statuses are updated. School Heads must ensure the accuracy and completeness of the school's EOSY submissions before these are "finalized" in the LIS.

B. Enhance Basic Education Information System (EBEIS)

The following additional data elements will also be gathered and deployed this end of school year, as per 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:

Government Elementary School Profile (GESP), Government Junior High School Profile (GJHSP), Government Senior High School Profile (GSHSP), Government Integrated School Profile (GISP), Private School Profile, State Universities and Colleges School Profile

- Safe Learning Facilities
- Learning Areas with DRRM-Related Concepts
- Teaching Personnel who received Courses/Training on DRRM/Climate Change Adaptation
- Integration of Climate Change Adaptation and Disaster Risk Reduction and Management (DRRM)
- School Disaster Risk Reduction and Management Team
- Learners who received courses/Training on DRRM/CCA
- Health and Nutrition
- Operation and Maintenance for Sanitation and Facilities
- Menstrual Hygiene
- Travel Details (One-way) from School
- School Location

Note: Whichever data element is applicable to the data gathering forms

Timelines

Activities	Date
Start of Encoding in the LIS for K-10	April 17-May 30, 2017
Start of Encoding in the LIS for Grades 11-12	April 19, 2017-May 30, 2017
Updating of School Profile	May 1 -30, 2017
Facility on Correcting Curriculum Offering Classification (COC)	May 1 -30, 2017
Encoding of additional Data Elements for SY 2016-2017 in the EBEIS	May 8, 2017-May 30, 2017
Validation	May 1-30, 2017
Closing of the encoding of LIS and EBEIS facility	May 30, 2017

Overtime Services and Payment

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

All schools, divisions, and regions are enjoined to establish mechanisms to ensure the timeliness, completeness, and accuracy of learner data as these are crucial to the generation of performance indicators, Beginning of School Year (BOSY) 2016-2017 learner enrolment, and Senior High School Implementation.

V. Monitoring and Evaluation

The Schools Division Superintendents through the School Governance and Operations Division - Planning and Research Units, and the Information Technology Officers shall jointly provide technical assistance and resources, as necessary, to the schools to ensure compliance with the guidelines of the EOSY updating in the LIS. Particular attention must be given to schools with no access to internet facilities. The Regional Directors through the Policy, Planning and Research Division shall monitor the divisions' provision of technical assistance and resources to schools for the EOSY updating.

VI. Effectivity

This Order shall take effect immediately upon its approval.

