



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

September 29, 2022

DIVISION MEMORANDUM

No. 367, s. 2022

**REITERATION OF THE DUTIES AND RESPONSIBILITIES OF THE
DESIGNATED DISTRICT AND SCHOOL PLANNING OFFICERS AND
PROVISION OF OVERTIME SERVICES(OT)**

To: Public Schools District Supervisors/Officers-in-charge of the Districts
Public Elementary, Secondary, and Integrated School Heads
Designated District and School Planning Officers

1. DepEd Order No. 52, s. 2016 has implemented the Learner Information System (LIS) and Enhanced Basic Education System (EBEIS) in order to establish an accurate and reliable registry of learners, schools, and learning centers that will ensure the availability of data and information which play a vital role in planning and budgeting, allocation of resources, and setting operational targets to ensure access to complete quality basic education.
2. In this connection, this Office, through the Planning and Research Section of the School Governance Operations Division has designated District and School Planning Officers with the following duties and responsibilities based on DepEd Order No. 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 26, s. 2015 (Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS) Updating for Beginning of School Year (BOSY) 2015-2016), and 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):
 - a. update the Beginning of the School Year (BOSY) enrollment;
 - b. update other data required at the End of School Year (EOSY);
 - c. finalize the classes and school and ensure the correctness of the learner's data at the End of School Year (EOSY);
 - d. encode the Enrollment during Early Registration in the LIS;



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- e. encode the Quick Count Enrollment by grade level and sex in the LIS;
 - f. update and Upload School Information in the EBEIS, (GESP/GJHSP/GSHSP);
 - g. maintain School Profile in the EBEIS (e.g. address/telephone no./email address;
 - h. maintain Learners Profile in the LIS (creation of Learner Reference Number (LRN), updating enrolment data of learners, defining and maintaining classes for given school year and class adviser's data in the LIS;
 - i. issue the user accounts to all school advisers and shall give them appropriate access to the LIS;
 - j. ensure that advisers have updated the learner data in the Beginning of School Year (BOSY);
 - k. update and Maintain National Building School Inventory (NSBI) data in the BEIS; and
 - l. does other activities related to BEIS/LIS/NSBI.
3. DepEd Order No. 26, s. 2015 provides that “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”.
4. The designated District and School Planning Officers shall submit the following requirements to the office of the Planning & Research Section for them to avail of the said service credits:
- a. Approved Designation Letter as District/School Planning Officers duly signed by the Schools Division Superintendent;
 - b. Daily Time Record reflecting the actual number of hours worked in the BEIS/LIS/NSBI and other reports related to the Planning Section; and
 - c. Certification from the school head indicating the number of hours rendered by the designated District and School Planning Officers.




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5. The names of the designated School Planning Officers shall be submitted to the Division Planning Office for inclusion in the Elementary BEIS/LIS, 2-ELEMENTARY BEIS/LIS, and NSBI/BEIS group chats in Facebook Messenger.
6. Immediate dissemination of and strict compliance with this Division Memorandum are directed.


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