



Republic of the Philippines  
**Department of Education**

REGION I  
 SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**DM -2022-308**

SDO ALAMINOS  
**RELEASED**  
 2022 -08- 15  
 RECORDS UNIT

TO : Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division (CID)  
 Chief, School Governance and Operations Division (SGOD)  
 School Heads of Public Elementary and Secondary Schools

SUBJECT : **OVERTIME SERVICES TO ALL PERSONNEL INVOLVED IN THE LIS AND EBEIS IN ALL PUBLIC SCHOOLS**

FROM : Office of the Schools Division Superintendent

DATE : August 15, 2022

1. To ensure compliance to timelines set by the Central Office with respect to EBEIS/LIS updating, this Office is issuing the following guidelines to be observed during EBEIS and LIS activities both for the Beginning of School Year (BOSY) and End of School Year (EOSY), as follows:

- **LIS encoding (BOSY & EOSY).** Encoding of learner's profile in the Learners Information System (LIS) at the beginning of the school year should be done by the **class advisers** for a maximum of **2.5 days for BOSY and 2.5 days for EOSY**. On the other hand, the **LIS Coordinators (System Admin)** should closely monitor and provide technical assistance to the advisers for a minimum of **5 days for BOSY and 5 days for EOSY**.
- **EBEIS (EOSY).** Encoding of school profile in the EBEIS shall be done by the EBEIS Coordinator for a minimum of **5 days for EOSY only**.

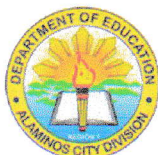
2. Should there be occurrence of technical difficulty, i.e., server error or connection error, the advisers and EBEIS/LIS Coordinators may finish their task intermittently, but the aggregate/total number of hours should not exceed the specified number of days to finish the task.

3. As specified in **DepED Order No. 32, s. 2018**, service credits shall be granted to LIS encoders and coordinators who rendered service relating to LIS/EBEIS during Saturdays, Sundays, holidays and summer vacation for a period not exceeding the number of days specified above.

4. For your information, guidance widest dissemination, and strict compliance.

**LORNA G. BUGAYONG PhD, CESO V**  
 Schools Division Superintendent

***With hundred reasons to serve!***



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