



Department of Education
Region 6-Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
City of Kabankalan

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DIVISION MEMORANDUM

No. 241, s. 2018

**TO: CHIEFS OF CID AND SGOD
PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS OF PUBLIC AND PRIVATE KINDERGARTEN, ELEMENTARY AND
SECONDARY SCHOOLS**

**FROM: *Smortillo*
MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent**

**SUBJECT: ORIENTATION ON DOWNLOADING AND UPLOADING OF SCHOOL PROFILE TEMPLATES
IN THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS)**

DATE: OCTOBER 29, 2018

1. Per DM-PFO-2018 # 01172, the Department issued DepEd Order No. 32, s. 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) that will serve as guide in the data collection of basic education statistics.
2. In line with this, the Schools Division Office of the City of Kabankalan through the Planning and Research Unit of the School Governance and Operation Division will conduct an Orientation on Downloading and Uploading of School Profile Templates in the Enhanced Basic Education Information System (EBEIS) at Xaris Event Center, Brgy. 3, Kabankalan City on the following schedules:
 - a. Public Elementary Schools- November 8, 2018
 - b. Public Secondary and Private Schools- November 9, 2018
3. This activity will start at exactly 8 o'clock in the morning, punctuality is highly encouraged.
4. Participants to this activity are the PSDS, School Heads of Public and Private Kindergarten, Elementary and Secondary Schools (main school). Participants are requested to bring hard copy of School Profile (GESp, JHSSP, SHSSP and PSP) laptop, power extension cord and portable Wi-Fi device for internet connectivity needed for encoding and uploading. 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.
5. Meals and other incidental expenses incurred for this activity shall be charged against LIS Fund. In the case that a school head will be accompanied by an encoder/ICT Coordinator a registration fee of Php 250.00 shall be charged each additional participant to augment expenses for meal and snacks chargeable against local funds subject to usual accounting and auditing rules and regulations. Early registration of additional participants is encouraged for advance information to the caterer.
6. For immediate dissemination.