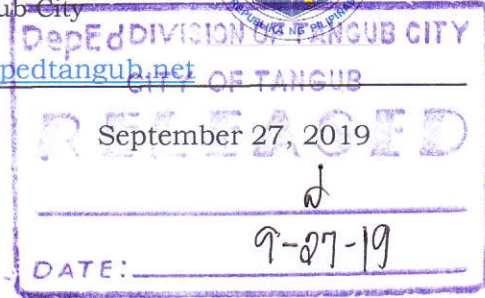




Republic of the Philippines
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DIVISION MEMORANDUM
No. 260, s. 2019

**2019 BEGINNING OF THE SCHOOL YEAR (BOSY) DATA/INFORMATION
COLLECTION AND VALIDATION PROCESS FOR LEARNER INFORMATION
SYSTEM (LIS) AND BASIC EDUCATION INFORMATION SYSTEM (BEIS)**

To: Chief Education Supervisor, SGOD and CID
Program Holders of National Programs and Projects
District-In-Charge (DIC)
School Heads of Public Elementary, Junior and Senior High School
Administrator of Non-DepEd Schools Offering K to 12 Basic Education
This Division

1. The 2019 Beginning of the School Year (BOSY) data collection and validation for Enhanced Basic Education System has now commenced with the issuance of the official Government Elementary School Profiles, Government Junior High School Profiles, Government Senior High School Profiles, Private School Profiles and SUCs/LUCs School Profiles.
2. All public and private elementary, junior and senior high school, state universities and colleges (SUCs), local universities and colleges (LUCs) and higher education institutions (HEIs) offering Kindergarten to Grade 12 are directed to register and update their learners' profile and quick count enrolment in the Learner Information System (LIS) and update the school's profile and other data elements in the Basic Education Information System (BEIS) through the accomplished data gathering forms.
3. For public integrated schools, they shall accomplish only the data elements in the GESP, GJHSP and GSHSP Forms that are applicable and relevant to the schools.
4. Likewise, for SUCs/LUCs and Private Schools, they shall only provide data that are relevant to or applicable to their Curricular Offering Classification.
5. School heads, with the assistance of the members of the School Validating Team (SVT), are hereby directed to supply, as well as conduct validation of, the data in the school profiles the soonest possible time. The official templates can be downloaded from the "downloadable forms" link under the "resources" tab in www.depedtangub.net.
6. Data Validation
To ensure the accuracy and quality of data reported by schools in the LIS and BEIS, from school level to regional level, a Validating Team will be organized with the corresponding composition and responsibilities.



6.1 School Validating Team are composed of the following members:

Chair: School Head

Vice Chair: Master Teacher in-charge of the curriculum (if applicable)

- EBEIS/LIS Coordinator
- SPED Teacher
- School DRRM Coordinator
- ICT Coordinator
- School Property Custodian
- Health and Nutrition In-Charge
- Administrative Aide

The SVT shall be responsible for conducting orientation to all school personnel on systems updates based on the current guidelines including the proper reporting of data.

6.2 Division Validating Team

The Division will create a Division Validation Team composed of the following members:

Chair: SGOD Chief

Vice Chair: Planning Officer-III

Members: Program Coordinators of the following:

Coordinator	Data Elements to be Validated
Planning Officer	Learners Data, Learners Age Profile, Repeaters Age Profile
SPED Coordinator	Age Profile of Learners with Disabilities, Learners Data by Program, Gifted and Talented Learners Data, Age Profile of Gifted and Talented Learners, Enrolment and Number of Classes, Number of Classes, Learners with Disabilities (Non-Graded), Learners with Disabilities (Graded) Data Mainstreamed in Regular Classes, Learners with Disabilities (Graded) Data in Self-Contained Classes, Learners with Disabilities (LWDs) Under the Homebound and Hospital Bound Program, Number of Assistive Technology and Adaptive Devices for LWDs, Learning Resources Needed for the Learners with Disabilities
Personnel Officer in coordination with SEPS in HRTD	Locally-funded Teachers Working in the School by Funding Source, Locally-funded Teachers Working in the School Who Are Qualified and Trained, DepEd Subsidized Contract of Service of Teachers, Teaching-related and Non-Teaching Personnel Data (Nationally-funded), Teaching Personnel Data (Nationally-funded), Teacher Assignments (Nationally-funded)



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	teachers working in the school), Teachers Who Received Training While In-Service From June 2018 to June 2019 (Nationally-funded teachers working in the school), Teachers Who Received Training on Information and Communications Technology (ICT) from June 2015 to June 2019, Teachers Who Received Training on Pedagogy from June 2015 to June 2019 (Nationally-funded teachers working in the school), Number of Teachers by Grade Level (Nationally-funded teachers actually working in the school), Number of Teachers by Teaching Assignment in Grades 4 to Grade 6, Teachers Data Handling Learners with Disabilities (LWDs) (Nationally-funded teachers only), Number of Teachers by Highest Educational Attainment (Nationally-funded teachers only)
CID Personnel	Learning Action Cell (LAC) Session
Research Coordinator	Action Research
Youth Formation Officer	School Government Program (SPG), Supreme Pupils Government (SPG) Activities, Career Guidance Program
Information Technology Officer	Number of Functional Computers in the School by Funding Source, Number of Functional ICT Equipment in the School by Funding Source, Data on Internet Connectivity, Average Monthly Expense (In Pesos) of Internet Connection by Funding Source
Finance Section	MOOE Allocation, Utilization and Liquidation
Physical Facilities Coord./Division Engineer	Availability of Electrical Supply, School Site Data, Travel Details (One-Way) From School, School Location
Health and Nutrition Section	Health and Nutrition, School Clinic, Availability of Water Supply, Number of Existing Wash Facilities, Oral Health, Medical and Nursing Services, Mental Health, Tobacco Control, National Preventive Drug Education, Feeding Program, Food Handling, Solid Waste Management, Operation and Maintenance of Sanitation Facilities, Menstrual Hygiene
Division Sports Coord.	School Sports Programs Available Sports, Clubs and Facilities, School Programs Sports Personnel
DRRM Coordinator	Disasters/Calamities, Disasters/Calamities (Human-Induced Hazards), Result of Disaster Incidences, Enabling Environment, Safe Learning Facilities, Disaster Risk Management, Disaster Risk Reduction in Education, Disaster



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	Risk Reduction Education (DRRM, CCS, and Peacebuilding Trainings), Disaster Risk Reduction in Education, Armed-Conflict Related Initiatives
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6.3 The Division Validating Team shall adhere to the following Division Validation processes:

1. 100% of table validation of submitted templates by the program coordinators
2. Use of tracking form to monitor progress of division validation (attached as ANNEX 1).

7. The following timeline in the conduct of LIS and BEIS activities shall be observed by the Public and Private Schools including SUCs/LUCs offering basic education programs:

Activity	Timeline
LIS	
BOSY 2019-2020	
Quick Count Enrolment	June 05, 2019 – June 21, 2019
Encoding/Updating of Learners	June 19, 2019 – October 31, 2019
EBEIS	
BOSY 2019-2020	
GESP, GJHSP, GSHSP, PSP, SUCs/LUCs Profile	July 01, 2019 – October 31, 2019
Generation of Reports/ Summary of Reports	November 04, 2019 onwards

8. Immediate dissemination of and strict compliance with this Order is directed.

JEAN G. VELOSO, CESO VI
 Asst. Schools Division Superintendent
 OIC - Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 27, 2019: Guidelines on the Yearly Collection of Data/Information requirements and Validation Processes

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

BASIC EDUCATION
 REQUIREMENTS
 FORMS

LEARNERS
 DATA
 SCHOOLS

BUREAUS AND OFFICES
 RULES AND REGULATIONS

/JGV/SGOD-Research and Planning Section/dpn

Relevant, inclusive and liberating basic education for a stronger nation!



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ANNEX 1: BEIS Validation Monitoring Tool

Data Element	Findings	Signature	Date of Validation
Curriculum-related data on learners (IP, Muslim ED, SPED)			
DRRM and other related activities			
Teaching and Non-Teaching Personnel Data			
Computer, Internet and other ICT equipment			
MOOE			
Instructional/Non-instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel details			
School Health Nutrition including solid waste management waste management, tobacco control			
School Sports			
School Government program			
School Government program (Youth Formation, SPG, SSG)			