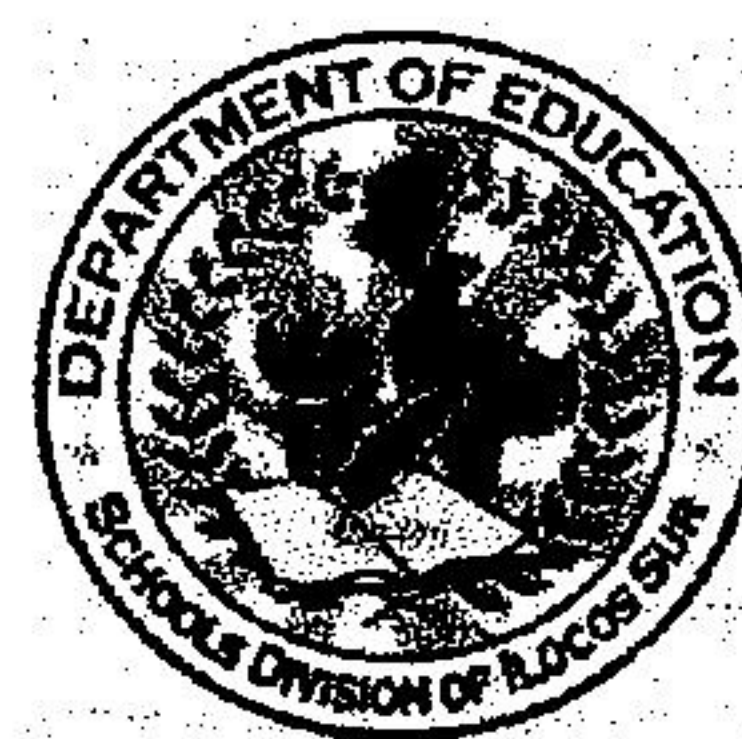




Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



July 11, 2019

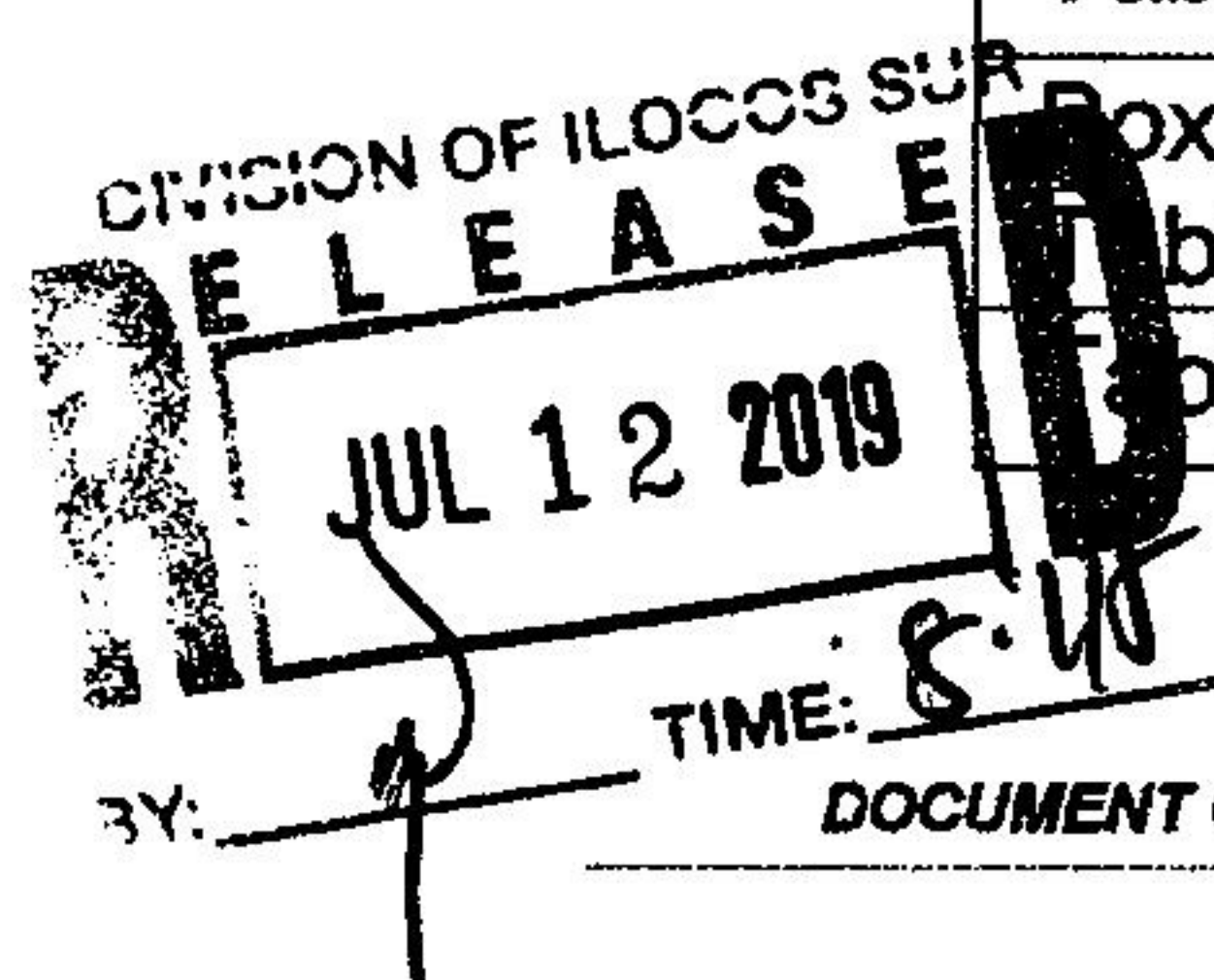
DIVISION MEMORANDUM
No. 213 s. 2019

**FILLING-OUT OF GOVERNMENT FORMS FOR THE ENHANCED BASIC EDUCATION
INFORMATION SYSTEM (EBEIS) BEGINNING OF SCHOOL YEAR (BOSY) 2019-2020**

To: OIC-Office of the Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private Elementary and Secondary Schools Heads
Deans/Administrators of State Universities and Colleges
Director of Philippine Science High School of Region I-Ilocos Region Campus
All LIS/EBEIS Coordinators
All other concerned

1. Pursuant to DepEd Order No. 032, s. 2018; re: *Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year 2018-2019* in the Learner Information System and Enhanced Basic Education Information System, the Office specifically SGOD-Planning and Research Unit announces the **downloading** of the **Basic Education Government Forms** uploaded in the **DepEd Ilocos Sur Facebook** group on **July 12, 2019** in preparation for the uploading of EBEIS BOSY 2019-2020.
2. **All schools** are directed to **fill-out** the downloaded forms until **July 19, 2019**. **School Heads, Deans, Directors, Directress** and other **School Administrators** are also advised to check the veracity of the information inputted in the said forms to ensure the accuracy of data to be submitted to the Central Office. After accomplishing the form, the following **SDO personnel** shall also validate the entry of all the public schools and have their **signature be affixed** in the printed copy of the said forms before uploading the soft copy once the system becomes available:

AREAS TO VERIFY IN THE FORM	OFFICE/UNIT	PERSONNEL
Tables 1-4	SGOD- Planning and Research (DPO)	Mr. Mark E. Manzano
Tables 5-15	CID-EPS in-charge of SPED	Dr. Elsie Rigunay
Tables 16-28	OSDS-Human Resource(personnel) SGOD- HRD (Trainings)	Mrs. Arlene A. Rola Dr. Honeylet C. Zamora
Box 2 of Table 28	CID-EPS in-charge of LAC	Dr. Alma R. Tabilang
Box 3 of Table 28	SGOD-Planning and Research	Mrs. Saniata M. Piano
Boxes 4-5 of Table 28	SGOD-Youth Formation	Mrs. Marilac Quinsaat
Tables 29-31	OSDS-Information Technology Officer	Mr. Julimar Buquing
Table 32	OSDS-Accountant	Mr. Louie Jacob
Boxes 8-9 of Table 32	SGOD-Education Facilities	Engr. Teddy A. Quiba
Table 33	SGOD-Education Facilities	Engr. Teddy A. Quiba
Tables 34-37	SGOD-Health and Nutrition	Dr. Jonathan Amilao
Box 21 of Table 37 and Table 38	SGOD and CID-EPSs in-charge of Sports	Mr. Jose P. Bueno Mr. Marlon G. Taloza
Tables 39-42	SGOD-DRRM	Mrs. Asuncion Piano



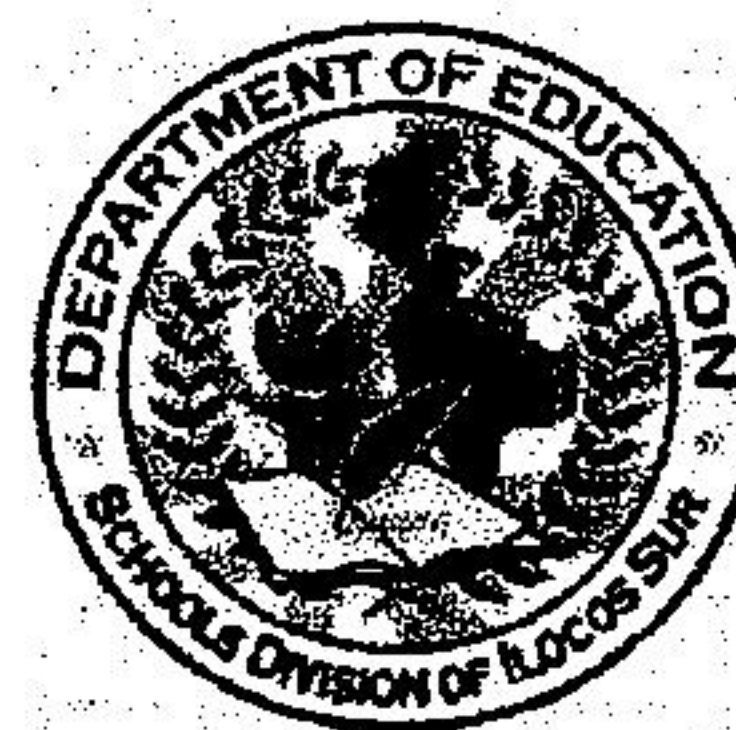
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REVISION: 00

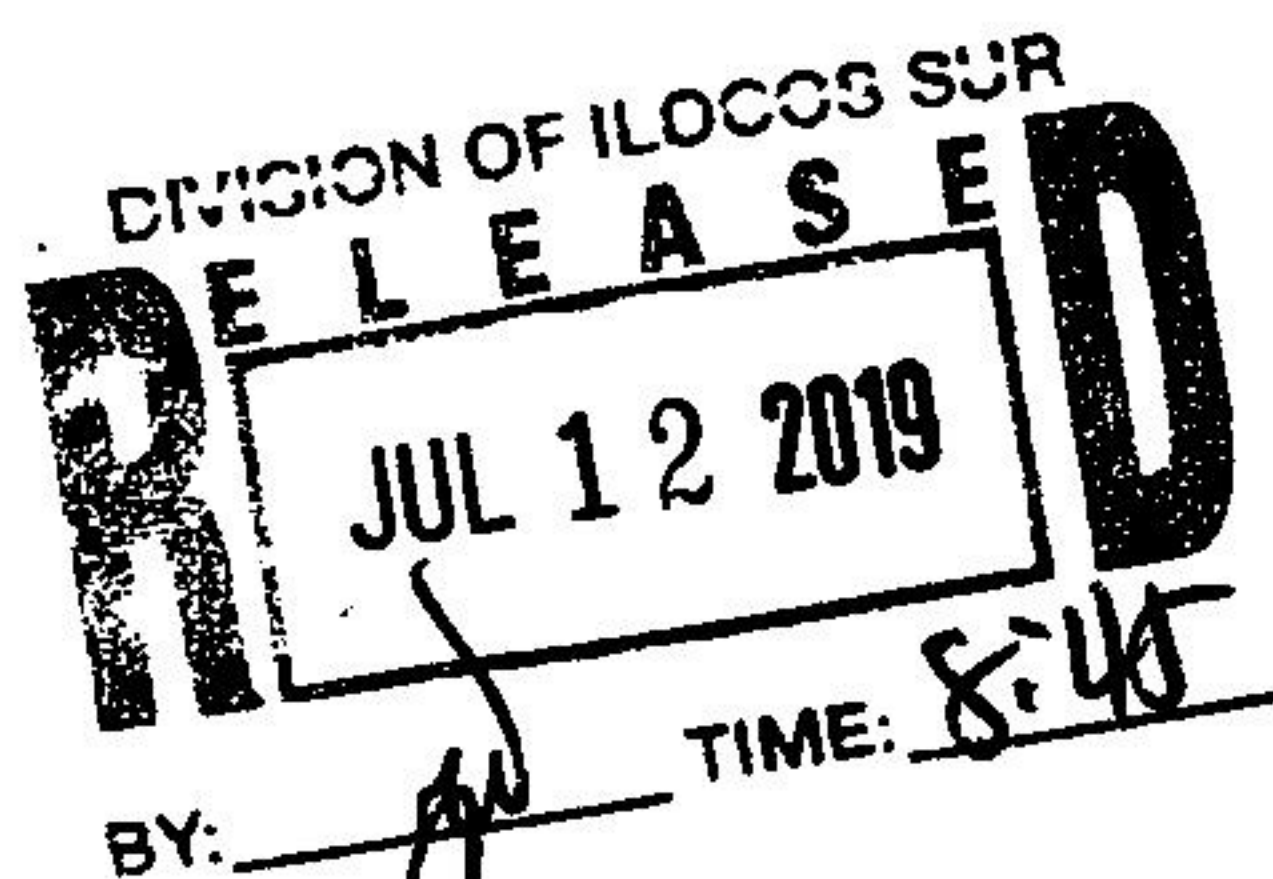
EFFECTIVITY DATE: 09-10-2018



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3. Private Schools, State Colleges and Universities and Philippine Science High School of Region I-Ilocos Region Campus may have their own validation of their data by the schools' personnel in-charge of the required areas. Nonetheless, they may also opt that those tables be signed by the personnel of the Schools Division.
4. All teachers involved are allowed to render overtime services which can be converted to service credits as provided in **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", **DepEd Order No. 10, s. 2009** "Addendum to DepEd Order No. 58, s. of 2008" and **DepEd Order No. 30, s. 2016** "Policies and Guidelines on Overtime Services and Payment in the Department of Education with the following provisions:
 - a. Accurately accomplish the Forms
 - b. Upload and submit the data in the EBEIS BOSY 2019-2020 once the system has been opened for uploading
5. The following documents shall be prepared by the teachers/LIS Coordinators in order to avail service credits:
 - a. Letter request to render overtime services with date, time and target accomplishments to be signed by the Schools Division Superintendent;
 - b. Accomplishment report and other evidences of accomplishment such as but not limited to narrative reports, pictures and evidence of 100% accomplishment.
6. For information, guidance and immediate compliance of all concerned.



GEMMA Q. TACUYCUY, CESO V
Schools Division Superintendent

To be indicated in the perpetual index
under the subjects:

BOSY 2019-2020

EBEIS 2019-2020

Filling out of Government Forms