# ADVISORY

**FOR:** ARMM REGIONAL SECRETARY  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
PUBLIC & PRIVATE SCHOOL HEADS  
SUCs, LUCs and HEIs HEADS  
ALL CONCERNED  

**FROM:** JESUL R. MATEO  
Undersecretary  

**SUBJECT:** Updating of Learner's Profile in the LIS and School Information in the EBEIS for the Beginning of School Year (BOSY) 2017-2018  

**DATE:** 22 June 2017  

The data collection of basic education statistics and updating of learner's profile in the LIS is done every school year by all schools, learning centers, SUCs, LUCs and HEIs offering elementary, junior and senior high school education both in the public and private sectors.

In this regard, DepED opens the encoding and/or updating of enrollment for the BOSY 2017-2018 which requires proper End of School Year (EOSY) 2016-2017 status. In connection with this, please make sure that the EOSY updating is already finalized before encoding and/or updating BOSY 2017-2018 data in the LIS and EBEIS. Also, please make sure that the School Information, particularly the Curriculum Offering Classification (COC), is updated before encoding in the LIS to avoid issues, particularly those involving approval of the Schools Division Office.

The following are the updates for the School Information in the EBEIS:

<table>
<thead>
<tr>
<th>Process Data</th>
<th>Accountable Office/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation of School Profile for a newly established school, including auto-generation of School ID as based on DO 52’s 2016-2017 Standardization of the numbering for issuance of School ID</td>
<td>Regional Office- PPRD</td>
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</tbody>
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DepEd Complex, Mercedo Ave., Pasig City 1600  

To: Public and Private Elementary, JHS and SHS School Heads  
Coordinators, Advisers, and  
All Other Concerned  

For your information, guidance and compliance.

SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent