DIVISION MEMORANDUM
No. WPS 5, 2018

EASY 2017-2018 UPDATING OF LEARNER PROFILES ON THE LEARNER INFORMATION SYSTEM (LIS)
AND ADDITIONAL DATA REQUIREMENTS IN THE EBEIS FOR JHS AND SHS

TO: Public Schools District Supervisors
    School Heads of Public and Private Elementary and Secondary Schools
    ICT Coordinators, SHS Coordinators, Registrars
    and Administrative Assistants II
    All Others Concerned

1. This is to remind of the timeline in the conduct of LIS and EBEIS activities per Memorandum DM-PFO-2018-0434 dated March 23, 2018 and released by this office last April 2, 2018:

<table>
<thead>
<tr>
<th>LIS &amp; EBEIS Activities</th>
<th>Timeline</th>
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</thead>
<tbody>
<tr>
<td>Start of Encoding EASY 2017-2018</td>
<td>March 21, 2018</td>
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<tr>
<td>Submission</td>
<td>March 21-April 30, 2018</td>
</tr>
<tr>
<td>Deadline of Validation</td>
<td>April 30, 2018</td>
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<tr>
<td>Closing of System</td>
<td>May 1, 2018</td>
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</tbody>
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2. For EBEIS, there will be additional data elements for Government Junior High School Profile (GJHSP) and Government Senior High School Profile (GSHSP).

3. Further, this office remind that all request from school either approve or disapprove without supporting documents shall be disapproved by this office to notify the schools that their request was processed and compliance from their end is needed.

4. All public and private elementary and secondary schools, learning centers, SUCs and LUCs offering elementary and secondary education, are directed to ensure prompt, complete, and accurate accomplishment of the LIS and EBEIS.

5. Class advisers of public schools and designated school system administrators/school registrars of private schools and SUCs offering elementary and secondary education must ensure that all learners' profile will be updated. School Heads (SHS) must ensure accuracy and completeness of the school's EASY data.

6. Technical assistance is available on weekdays, Saturday including holidays at SDO SGOD Planning and Research Unit and at FB Group (DepEd Catanduanes LIS EBEIS).

7. This office is expecting on 100% updating, submission and validation of LIS and EBEIS EASY.

8. For information, guidance and strict compliance.

SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent