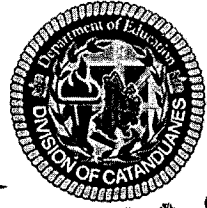




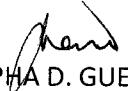

Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
NOV 23 2015
Date: _____
Time: 7:30 AM
By: _____

MEMORANDUM

TO: ALL ELEMENTARY & SECONDARY SCHOOL HEADS
ICT (LIS/EBEIS) COORDINATORS

FROM: 
NYMPHA D. GUEMO
Asst. Schools Division Superintendent
Officer In-Charge 

SUBJECT: HOUSEKEEPING OF USER ACCOUNTS

DATE: November 20, 2015

1. Since the implementation of Enhanced Basic Education Information System (EBEIS) and Learner Information System (LIS) in 2011, the volume of users who are accessing the system continues to grow parallel to the growth of learners and school data captured and maintained in the system on a yearly basis, thus this housekeeping.
2. This data housekeeping activity aims to ensure that all users who are accessing the LIS and EBEIS are accounted for and assigned proper access rights and privileges in accordance to set guidelines for managing user accounts in the LIS and EBEIS. These set of housekeeping procedures shall be implemented at all levels in the school.
3. The housekeeping of user accounts involves the review of the current list of users under the jurisdiction of designated System Administrators at the school, to determine the validity of each user account. A valid user account is one that is verified as a legitimate and permanent DepEd personnel within the school and has correct role and access rights.
4. The School Head shall review the list of users in his/her school/s. He/she shall assign (maximum of two (2) System Administrators who is an organic personnel of the school and is deemed capable and responsible for maintaining school personnel's system access. The School System Administrator however is not responsible for maintaining the School Head's Account as this is the Division System Administrator's responsibility.
5. The School Head has default system administration rights and can only be the one who can create and manage School System Admin. The School System Admin can only manage accounts

of personnel within the school where he/she is assigned. He/she cannot update school profile and reset password of School Head nor create another admin account.

6. School Head without or with multiple school assignment have to accomplish the attached template (in excel format) in each school where he/she is assign following these instructions and submit to ***the Planning & Research Section on or before November 25, 2015 in EXCEL FORMAT SOFT COPY and email to rey.bonayon@deped.gov.ph :***
 - a. Maximum of two (2) School System Administrators are allowed but only one (1) role per user/personnel is permitted.
 - b. Teacher-In-Charge (TIC) of school that is under the supervision of a cluster school head should be assigned as System Administrator not as a School Head access role.
 - c. If the TIC is not under supervision of a cluster school head, she/he shall be given the School Head Access Role and School System Administrator should be assigned to other user/personnel.
 - d. School personnel with full time assignment in division office or any offices is not to be included in this inventory list. If the nature of the additional assignment is add-on duty or part-time, he/she may be given access account to school only.
 - e. Name of personnel that is no longer in the service or involve in LIS updating, invalid/double entry should be deleted.
 - f. Add new personnel with DepEd Official e-mail only. For those who do not have an official DepEd email address, please register to <https://depedverify.appspot.com/>
 - g. Please take note only ***Official Email Address*** will be used.

