



Republic of the Philippines
Department of Education
Region VIII (Eastern Visayas)
DIVISION OF BAYBAY CITY



Diversion Road, Brgy. Gaas, Baybay City, Leyte

June 17, 2020

DIVISION MEMORANDUM

No. 216 . S, 2020

**REMINDERS ON GRANT OF SERVICE CREDITS DURING BOSY AND EOSY
UPDATING OF LEARNERS' PROFILE IN THE LEARNER
INFORMATION SYSTEM (LIS)**

To: School Heads/School Administrators
Public Elementary and Secondary Schools
All Others Concerned

1. With the conclusion of the End of the School Year (EOSY) updating of learners profile in the Learner Information System (LIS), all LIS/EBEIS Coordinators who were authorized and actually rendered overtime services to meet target schedules are hereby reminded of the grant of service credits as per D.O. 58, 2008 and other succeeding DepEd issuances relative hereto.
2. LIS/EBEIS Coordinators who rendered overtime (OT) services during LIS/EBEIS updating activities are enjoined to submit one (1) copy of the following documents to the Planning and Research Section (PNR) of the division office on or before **July 10, 2020**, viz:
 - a) *Special Order/Designation as LIS/EBEIS Coordinator*
 - b) *Accomplished Daily Time Record*
 - c) *School Head Certification that the LIS/EBEIS Coordinator had rendered overtime (OT) service during the Beginning of the School Year (BOSY) and End of the School Year (EOSY) updating.*
3. This office also reiterates that the grant of service credits is based on the size of the school, to wit:

School Size	No. of Days Granted	
	BOSY	EOSY
Small (with 9 & below no. of teachers)	2	2
Medium (with 10 – 29 no. of teachers)	4	4
Large (with 30 and above no. of teachers)	7	7



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4. Applicable days to be reflected in the Daily Time Record (DTR) should be within the following dates, viz:

BOSY (Saturday and Sundays only) - July 1, 2019 – October 31, 2019
EOSY (any day) - April 1, 2020 – May 31, 2020

5. Immediate and wide dissemination of this memorandum is desired.


RAUL D. AGBAN, EdD
OIC-Schools Division Superintendent

Enclosure: None

Reference: D.O. 58, s. 2008, D.O. 30, s. 2016, D.O. 27, s. 2019

To be indicated in the Perpetual Index

Under the following subjects:

EBEIS

LIS

