



Republic of the Philippines
Department of Education
CARAGA ADMINISTRATIVE REGION
J.P. Rosales Avenue, Butuan City



February 9, 2018

REGIONAL MEMORANDUM

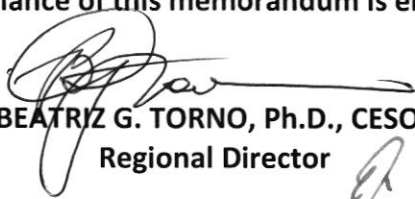
No. 100 s. 2018



**POLICY ON THE RENEWAL OF GOVERNMENT PERMIT TO OPERATE IN PRIVATE SCHOOLS
AS PRE-REQUISITE TO UPDATE LIS-LRN AND EBEIS**

**To: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs of SGOD, Private Schools Coordinators
School Heads of Private Schools
All Others Concerned**

1. All public and private elementary, junior and senior high schools, state universities and colleges (SUCs), local universities and colleges (LUCs) and higher educational institutions (HEIs) offering Kindergarten to Grade 12 are directed to register and update their learners' profile in the LIS and update the EBEIS as stipulated in DepEd Order No 22, s.2012 (Adoption of the Unique Learner Reference Number) and DepEd Order No 52 s. 2016 (Data Collection Of Basic Education Statistics In the LIS and EBEIS).
2. The region provides the following policies on (LIS-LRN) and EBEIS for private schools to adhere every school year.
 - 2.1 A private school must have Government Permit/Recognition and School Identification Number;
 - 2.1 ONLY private schools with updated Government Permit can ACCESS the LIS-LRN and EBEIS (a single sign on is available, linking both system);
 - 2.2 All private schools concerned shall register and update their learners' profile in the LIS and EBEIS every Beginning Of School Year (BOSY);
 - 2.3 The Office of the Policy, Planning and Research Division (PPRD) is responsible to close and open the system for a particular school;
 - 2.4 A private school which ceased its operation and/or failed to update the renewal of GPTO will automatically close the system;
 - 2.5 A list of private schools with an updated GPTO shall be provided by the QAD to PPRD as basis for closure in the system;
 - 2.6 If a private school intend to re-open the system in the next school year, the school may write a letter to the Regional Director through the Office of the Quality Assurance Division and PPRD regarding his/her intention.
3. Relative to this, each SDO shall provide technical assistance to private schools to be updated in their GPTO.
4. Wide dissemination and strict compliance of this memorandum is enjoined.


BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director

Incls: As stated.

Reference: DECS Order No.22, s. 2012 & DECS Order No. 52. S. 2017

To be indicated in the PERPETUAL INDEX.

under the following subjects:

DATA INFORMATION TECHNOLOGY LEARNERS OFFICIALS POLICY