



DIVISION MEMORANDUM  
No. **122** s. 2012

May 3, 2013

ORIENTATION –WORKSHOP ON THE ACCOMPLISHMENT AND ON-LINE EBEIS ENCODING AND  
SUBMISSION OF PRIVATE SCHOOL PROFILE (PSP) DATA GATHERING FORMS  
END OF SCHOOL YEAR (EOSY) 2012-2013

To : Public Schools District Supervisors/Coordinating Principals,  
**Private Elementary and Secondary School Heads**  
SUCs Laboratory School Heads

1. To ensure integrity, completeness, correctness and promptness of data accomplishment and on-line submission of the EBEIS *PRIVATE SCHOOL PROFILE (PSP) SY 2012-2013 END OF SCHOOL YEAR (EOSY)*, a one-day orientation-workshop shall be conducted to all private elementary and secondary schools in the Division. The orientation-workshop aims to:
  - arrive at a common understanding on the different data elements included in the EOSY gathering tool;
  - validate and finalize data entries in the on-line forms against the end of school year reports submitted to the Planning Unit for data alignment;
  - accomplish & submit EBEIS on-line;
  - distribution of username & password for schools without username & password.
2. The orientation-workshop will be on May 21, 2013 at Reyna's Haven Restaurant, New Calceta St., and Tagbilaran City. Participants to this activity are school head/principal and ICT literate teacher/clerk/Registrar (2 pax per school). There will be a registration of THREE HUNDRED FIFTY PESOS (P350.00) to defray expenses for lunch, 2 snacks, and augmentation of internet facilities, LCD, in-house technician, and other expenses relevant to the training.
3. Participants are required to bring the following during the workshop:
  - Internet-ready laptop (1 per school)
  - Pre-accomplished EOSY Private School Profile (PSP) SY 2012-2013  
(Forms can be downloaded at [depedbohol.org](http://depedbohol.org) under FORMS or secure copy from the Planning Unit)
  - Form 3/Organization of Classes as of March 31, 2013 (by School)
  - Basic Performance Indicators Report/Year-End Report as of March 31, 2013
  - Form 20 as of March 21, 2013 (by school)
4. The activity will start for registration at 7:30 a.m and opening at 8 a.m. Participants are requested to come early so that workshop objectives shall be achieved as planned. Attendance of all private schools is a MUST.
5. Immediate dissemination of the Memorandum is desired.

*W. Bongalos*  
**WILFREDA D. BONGALOS, Ph.,D.**  
Officer –In-Charge  
Office of the Schools Division Superintendent