



DepEd MEMORANDUM
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**THREE-LEVEL TRAINING ON THE APPROPRIATE IMPLEMENTING STRATEGY
AND UTILIZATION OF THE ENHANCED-BASIC EDUCATION INFORMATION
SYSTEM (E-BEIS)**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. To facilitate the implementation of the Enhanced Basic Education Information System (E-BEIS), the Department of Education (DepED) through the Office of the Planning Service (OPS) has established the Organizational Structure (OS) and has organized the Enhanced-BEIS Implementation Management Team (EIMT) at the central, regional and division levels. The national roll-out of this system will be implemented starting School Year (SY) 2011-2012. Hence, series of training activities for the users and implementers will be conducted on the following dates and venues:

Training Content	Participant	Trainer	Duration	Date/Venue
Level 1 - Training of Trainers (TOT) on E-BEIS	Core Training Team of E-BEIS – OPS (RSD, PPD and PDED), representatives from BEE, BSE, BALS, EDPITAF, OSEC and SEU	Base trainers from Regions VI, VII and VIII AusAID Technical Assistance Team	5 days	May 30-June 3, 2011 DAP, Tagaytay City
Level 2 - E-BEIS Operations, Management and Planning for Implementation	Regional Planning Officers (RPOs) with their respective Division Planning Officers (DPOs)	Core Training Team of E-BEIS (5 teams)	5 days (simultaneous conduct in all regions)	Week 4 of June to Week 2 of July 2011 (venues to be identified by regions)
Level 3 - Coaching and Mentoring with Actual Data Entry of GESP and GSSP School Statistics	School Heads and Teachers/School Personnel who will serve as Data Encoders	Regional and Division Planning Officers (RDPOs), Core Trainers and Base Trainers	45 days	August 1-September 15, 2011 (venue to be identified by Regional and Division Training Teams)

2. The E-BEIS design builds on the data and process requirements of the current Excel-based BEIS developed by this Department through the OPS in 2003. Evolving system requirements, demand for timely information and the growing mass of data holdings in this Department prompted the need to re-engineer the current BEIS and enhance this to a more



robust technology platform; hence, the web-based E-BEIS. The E-BEIS was implemented in STRIVE areas of Regions VI, VII and VIII during the SY 2010-2011. The nationwide implementation of the BEIS was intended to operationalize the system at the regional level and approximate a wider scale implementation or a national roll-out.

3. The training for Level 2 shall be conducted in two (2) batches with each batch composed of 5 sub-teams with 6-7 members per team. The recommended clustering of Level 2 training is as follows:

Batch	Training Team	Region	Total No. of Pax
1	1	Region I	28
	2	Region II and CAR	34
	3	Region III	38
	4	National Capital Region	34
	5	Regions IV-CALABARZON and IV-MIMAROPA	48
2	1	Regions VI, VII and VIII <i>Note: Training is limited to additional features and guidelines for implementation.</i>	100
	2	Region V	28
	3	Regions X and XIII (Caraga)	48
	4	Regions XI and XII	40
	5	Region IX and ARMM	44
	Total no. of pax		

4. The participants of the Level 2 Training shall be the personnel/staff from the Regional and Division Planning Units (RDPU) composed of the Regional Planning Officer (RPO) and a staff from the Regional Planning Unit (RPU) and Division Planning Officer (DPO) and an encoder from the Division Planning Unit (DPU). They shall be responsible for the training/mentoring of school heads with actual data encoding.

5. There are some strategies which can be used for Level 3 Training depending on the size of the division. A major consideration should be the state of internet connectivity and the geographical location of schools in the division. These field conditions are best determined and addressed at the division level. The following are the recommended strategies for training:

- a. **Direct training/coaching** of schools is an ideal strategy for small divisions. The training can be done in the Division Office (DO) for at least 3 days per week with 2 batches per day and 5 schools per batch over a period of 6 weeks. The configuration in terms of the number of batches, number of schools per batch and the duration of the training will depend on the availability of resources such as internet connection.
- b. The **clustered schools training approach** is used where 10-20 schools are grouped and the cluster lead school is trained and tasked to encode the data of all schools within the cluster. The cluster lead school takes the responsibility of transferring the technology to all satellite schools to ensure that they are capacitated in due time.
- c. The **district clustering approach** is used to organize groups of schools by district. The task of encoding the data of all schools within the district is then supervised by the District Supervisor and/or the District Statistician.

- d. **Direct training of secondary schools** followed by **clustered training** of elementary schools is an effective strategy from medium to large sized city divisions where secondary schools are equipped with internet connectivity and computer facilities. This is a combination of approaches a and b. Below is the table for guiding the field on how to choose the appropriate implementation strategy:

Division by Size	Description	Implementation Strategy		
		<i>a (direct)</i>	<i>b or c (clustered)</i>	<i>d (combination a and b)</i>
Small	Less than 200 schools	✓		
Medium	200 to 500 schools	✓	✓	✓
Large	More than 500 schools		✓	✓

6. Another organizational support strategy is to involve other stakeholders such as the Regional/Division ICT Coordinators, District Supervisors and Statisticians in the coaching and mentoring of school heads, in the encoding of data, and in the provision of frontline support to school users during the implementation.

7. The host region shall identify a suitable venue which can accommodate the number of participants per region/regional clustering or grouping including the training team. Within the region/regional clustering or grouping, a public secondary school, a state university/college (SUC) or a private university with a computer laboratory can be considered as a training venue. The training venue should have access to internet preferably WI-FI enabled.

8. The funding sources for the three (3) Levels of Training shall come from EPIP Funds, Component 3.3 (Enhancement of E-BEIS/SIS). This covers board and lodging of participants and supplies and materials. The transportation and travel expenses of the participants from the region, division and schools shall be charged to their respective local funds. All expenses relative to this 3-level training shall be subject to the usual accounting and auditing rules and regulations.

9. For more information, please contact the Help Desk, Database Management Unit-Research and Statistics Division (DBMU-RSD), Office of the Planning Service (OPS) at telephone no.: (02) 635-3986 or send a message at e-mail address: beisteam@gmail.com.

10. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
 Secretary

Reference: None

To be indicated in the Perpetual Index under the following subjects:

INFORMATION TECHNOLOGY
SCHOOLS

STATISTICS (Data)
TRAINING PROGRAMS