



DepEd, Division of Catanduanes  
RECORDS SECTION  
Date JUN 27 2019  
Time: 2:30 PM  
Initial/Signature: [Signature]

June 27, 2019

**DIVISION MEMORANDUM**  
No. 193, s. 2019

**DATA MANAGEMENT AND INFORMATION REQUIREMENTS ORIENTATION-WORKSHOP  
FOR SCHOOL YEAR 2019-2020**

TO: Assistant Schools Division Superintendent  
Chief, CID and SGOD, Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public and Private Elementary,  
Junior and Senior High School  
All concerned

1. The Education Management Information System Division of Planning Service conducted the Workshop on Data Management and Information Requirements for School Year 2019-2020, this activity will be rolled out by SGOD Planning and Research Unit in two clusters at the venue to be announced on a separate advisory. This is in consonance with DepEd goal of achieving accurate and quality collection and reporting of basic education statistics and performance indicators from our schools to our information systems.
2. For this year's Data Management and Information Requirements workshop, it has the following objectives:
  - a. Provide update on the information requirements for School Year 2019-2020;
  - b. Reiterate policies of the Department on enrollment;
  - c. Orient Schools Heads, Coordinators, SHS Registrars and SHS Administrative Assistant IIs on the data gathering forms;
  - d. Present the policy, plans, timeline, and facilities for deployment in the system, and
  - e. Address issues in the LIS and BEIS.
3. The above mentioned Workshop will be conducted in the schedules of each cluster, as shown below:

Cluster	Date
Cluster I – East Legislative District <b>except</b> Municipality of Gigmoto	July 04-06, 2019
Cluster II – West Legislative District, <b>Private/Non-DepEd</b> and Municipality of Gigmoto	July 11-13, 2019

4. Participants in the workshop are the School Head, One (1) School LIS/BEIS Coordinator for Elementary and JHS. For SHS, the School Head shall choose One (1) among the SHS Coordinator or Registrar or Administrative Assistant II.
5. Things to bring: Laptop, pocket Wi-Fi/broadband, Extension wire, **School Forms No. 1, 9 and 10, Baptismal/Birth Certificate or Barangay Certification** for learners with toggle list(s) and issues, hardcopy of School Profile (BEIS Forms) SY 2018-2019
6. Transportation expenses and a registration fee of Three Hundred Pesos Only (P300.00) shall be charged to the participants to cover Three (3) lunch and Six (6) snacks per cluster chargeable against school MOOE/local funds expenses subject to usual accounting and auditing rules and regulations while the facilitators and support personnel from SDO and other related expenses shall be charged against Financial Assistance to SDO for the Implementation of EBEIS and LIS for SY 2019-2020. Secondary Implementing Units (IUs), private and non-DepEd school participants will have to pay cash for the issuance of official receipt by the SDO Cashier.
7. For your immediate attention and attendance to this Workshop is hereby enjoined.

**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent