DIVISION MEMORANDUM
No. 198, 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:

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Date</th>
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<tbody>
<tr>
<td>Cluster I – East Legislative District except Municipality of Gigmoto</td>
<td>July 04-06, 2019</td>
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<tr>
<td>Cluster II – West Legislative District, Private/Non-DepEd and Municipality of Gigmoto</td>
<td>July 11-13, 2019</td>
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4. Participants in the workshop are the School Head, One (1) School LIS/BEIS Coordinator for Elementary and IHS. 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 MODE/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 (IIs), 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