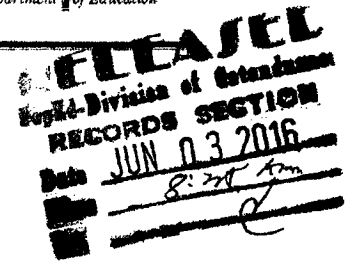




June 2, 2016



**DIVISION MEMORANDUM**  
No. 52, s. 2016

**DATA MANAGEMENT AND INFORMATION TECHNOLOGY (DMIT) ORIENTATION  
FOR SY 2016-2017**

TO: Heads, Public and Private Elementary  
and Secondary Schools

1. The DepEd has facilitated the implementation of the following:

EBEIS – Enhanced Basic Education Information System;  
LIS – Learner Information System;  
NSBI-SBIS - National School Building Inventory-School Building Information System;  
GIS – Geographical Information System;  
EHRIS – Enterprise Human Resource Information System; and  
DCP Ticketing System, and other program, projects and activities

2. In this regard, the Data Management and Information Technology (DMIT) Orientation for SY 2016-2017 will be conducted on July 6-9, 2016 by cluster/zone. All schools located in:

Zone I (Virac and San Andres)	- Cluster 1, July 6, 2016
Zone II (Bato, San Miguel, Baras and Gigmoto)	- Cluster 2, July 7, 2016
Zone III (Viga, Panganiban and Bagamanoc)	- Cluster 3, July 8, 2016
Zone IV (Caramoran and Pandan)	- Cluster 4, July 9, 2016

Venue to be announced later.

The objective of the Orientation:

- a. Orient the Private and Secondary School Heads or Representatives and Coordinators regarding the implementation of the various programs for SY 2016-2017, especially Senior High School;
  - b. Explain the processes and guidelines in using the systems for registering, enrolling and updating learner profile from Public, Private Schools.
  - c. Gather feedback on the current use of the information system and technology in schools; and
  - d. Clarify and strengthen the roles and responsibilities of Public and Private School Heads, System Administration (Coordinators) and Advisers in the implementation of the projects at their respective schools.
3. Participants to this orientation are all public and private elementary and secondary school heads and one (1) EBEIS/LIS/ICT Coordinators. Integrated Schools: 1 school head, 1 elementary and 1 secondary coordinator. Clustered Schools: 1 school head or representative and 1 coordinator per school. Please bring laptop, pocket wifi/broadband and extension wire.
4. Transportation expenses and a registration fee of One Hundred Fifty Pesos Only (P150.00) shall be charged to the participants to cover lunch and two (2) snacks chargeable against school MOOE/local funds expenses subject to usual accounting and auditing rules and regulations while the Division Office personnel shall be charged against Division EBEIS Fund. Secondary (IUs) and private school participants will have to pay cash for the issuance of official receipt by the SDO Cashier.

  
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent