



RELEASED

August 29, 2017

DepEd, Division of Catanduanes
RECORDS SECTION
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DIVISION MEMORANDUM
No. 161, s. 2017

ORIENTATION-WORKSHOP OF SCHOOL ICT COORDINATORS AND REGISTRARS OR ADMINISTRATIVE ASSISTANTS II ON THE IMPLEMENTATION OF THE LEARNER INFORMATION SYSTEM (LIS) AND ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) FOR SY 2017-2018

TO: Heads, Public and Private Elementary
and Secondary Schools

1. Following the provisions stipulated in the Advisory dated June 22, 2017 and Unnumbered Memorandum dated July 13, 2017 all signed by USec Jesus L.R. Mateo; Division Memorandum No. 131, s. 2017 and DepEd Order No. 45, s. 2017 dated August 11, 2017 on the Updating of Learner's Profile in the LIS and School Information in the EBEIS for BOSY 2017-2018, this Office through SGOD Planning and Research Unit will be conducting a Two-Day Live-In Orientation-Workshop of School ICT Coordinators and SHS Registrars or Administrative Assistants II by cluster. Venue will be announced in a separate advisory.
2. The objective of the Orientation:
 - a. To orient, update and give technical assistance to SHs, ICT Coordinators and SHS Registrars/Administrative Assistants II regarding the processes and guidelines in using the systems for registering, enrolling and updating learner profile from Public, Private Schools and Updating of Basic Education Statistics for the BOSY 2017-2018 in the Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS);
 - b. To gather feedback on the issues, concerns and problems encountered during BOSY and EOSY 2016-2017;
 - c. To clarify and strengthen the roles and responsibilities of Public and Private School Heads, System Administration (Coordinators) and Advisers in the implementation of the LIS and EBEIS; and
 - d. To meet **100% school participation, finalization and validation.**
3. Participants to this orientation are all public and private elementary, JHS and SHS Coordinators or Registrars or Administrative Assistants II (1 participant per SHS). Please bring laptop, pocket wifi/broadband, extension wire, School Form 1, Birth/Baptismal Certificate and Form 137 for learners with toggle list(s) and issues.
4. The clustering of participants are as follows:

Cluster 1, Virac and San Andres	- September 11-12, 2017
Cluster 2, Bato, San Miguel, Baras and Gigmoto	- September 13-14, 2017
Cluster 3, Viga, Panganiban and Bagamanoc	- September 15-16, 2017
Cluster 4, Caramoran and Pandan	- September 18-19, 2017
5. Transportation expenses and a registration fee of One Thousand Pesos Only (P1,000.00) shall be charged to the participants to cover accommodation, breakfast, lunch and dinner and four (4) snacks chargeable against school MOOE/local funds expenses subject to usual accounting and auditing rules and regulations while the Division Office personnel and other related expenses shall be charged against Financial Assistance to SDO for the Implementation of EBEIS and LIS for SY 2017-2018. Secondary (IUs), private and non-DepEd 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