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Division Memorandum
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**DATA MANAGEMENT AND INFORMATION TECHNOLOGY ORIENTATION-WORKSHOP
FOR SY 2015-2016 IMPLEMENTATION**

TO: Heads, Public and Private Elementary
and Secondary Schools
ALS Facilitators

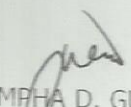
1. The DepEd has facilitated implementation of the Enhanced Basic Education Information System (EBEIS) and Learner Information System (LIS) and spearheaded procurement of computer packages for all public schools under the DepEd Computerization Program (DCP).

2. In this regard, the Data Management and Information Technology Orientation-Workshop for SY 2015-2016 Implementation will be conducted at the Division Session Hall starting June 26 to July 2, 2015 by cluster/zone, to wit:

- June 26, 2015 – Cluster 1, Zone 1 (Virac and San Andres)
- June 27, 2015 – Cluster 2, Zone 2 (Bato, San Miguel, Baras and Gigmoto)
- June 29, 2015 – Cluster 3, Zone 3 (Viga, Panganiban, Bagamanoc)
- June 30, 2015 – Cluster 4, Zone 4 (Caramoran and Pandan)
- July 1, 2015 – Cluster 5 Secondary Schools
- July 2, 2015 – Cluster 6 (ALS Facilitators and Private Elementary and Secondary Schools)

The following are the objectives of the Orientation-Workshop:

1. Explain the processes and guidelines in using the Enhanced Basic Education Information System and Learner Information System for registering, enrolling and updating learner profiles from Public, Private Schools and Alternative Learning System;
 2. Train the school heads and learning facilitators;
 3. Gather feedback on the current use of the information system and technology in schools;
 4. Communicate and gather updates on the status of DCP batches to participants;
 5. Clarify and strengthen the roles and responsibilities of Public and Private School Heads, ALS Facilitators, School Admin/EBEIS/LIS/ICT Coordinators and School Advisers in the implementation of projects at their respective schools.
3. Participants to this orientation-workshop are all public and private elementary and secondary school heads and One (1) any of System Admin/EBEIS/LIS/ICT Coordinators. Please bring laptop, pocket wifi/broadband and extension wire.
4. A registration fee of Two Hundred Pesos (P200.00) shall be charged to the participants to cover lunch and two (2) snack chargeable against school MOOE/local funds together with transportation expenses subject to usual accounting and auditing rules and regulations while the Division Office personnel and ALS Implementers/Facilitators shall be charged against Division HRTD Fund. Secondary (IUs) and private schools participants will have to pay cash for the issuance of official receipt by the SDO Cashier.


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Officer-In-Charge