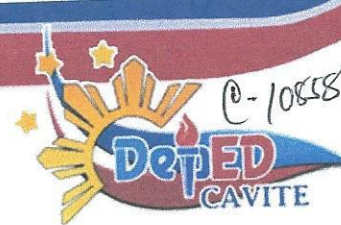




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



August 10, 2017

DIVISION MEMORANDUM
No 232, s. 2017

**ORIENTATION ON LEARNER INFORMATION SYSTEM (LIS) AND ENHANCED
BASIC EDUCATION INFORMATION SYSTEM (EBEIS) FOR BEGINNING OF
SCHOOL YEAR (BOSY) 2017-2018**

TO: OIC, Office of the Assistant Schools Division Superintendent
OIC Chief, SGOD
Public Schools LIS Coordinators and School Heads
Private Schools, SUCs, LUCs and HEIs LIS Coordinators and School Heads
Selected Division Personnel

1. To ensure accurate and up-to-date information of learner's basic profile, enrolment status and school profile encoding for Beginning of School Year (BOSY) 2017-2018, the Division Office will conduct an orientation for public and private schools, SUCs & LUCs and Higher Educational Institutions (HEIs) offering **kinder, elementary, junior and senior highschool**.

2. The orientation shall be attended by the following personnel:

For Public Schools:

- School Head
- One (1) EBEIS coordinator
- One (1) LIS coordinator.

For Private Schools and SUC/LUC/HEIs:

- School Administrator
- One (1) ICT personnel assigned in LIS & EBEIS.

For **Public** extension and annex schools with no separate school ID, only the main school will attend. It is expected that the main school will relay the information to the annex schools.

3. The venue for the orientation is at Bulwagang Tanglaw, 2nd Floor Division Library Hub, DepEd Cavite Division Office, Capitol Compound, Brgy. Luciano, Trece Martires City.



(046) 419-1286



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4. The date and schedule of the orientation are as follows:

PRIVATE SCHOOLS (Elem, JHS and SHS)	Expected No. of Participants	Schedule
Silang, Naic, Maragondon, Ternate	184	9am - 12nn, August 22, 2017 (Tuesday)
GMA, Carmona, Alfonso, GEA, Magallanes	148	2pm - 5pm, August 22, 2017 (Tuesday)
Kawit, Noveleta, Rosario, Tanza	158	9am - 12nn, August 23, 2017 (Wednesday)
Trece, Amadeo, Indang, Tagaytay, Mendez	184	2pm - 5pm, August 23, 2017 (Wednesday)
Gen. Trias	164	9am - 12nn, August 24, 2017 (Thursday)

PUBLIC SCHOOLS (Elem, JHS and SHS)	Expected No. of Participants	Schedule
Carmona and Silang	189	9am - 12nn, September 5, 2017 (Tuesday)
GMA, Alfonso, GEA, Magallanes	171	2pm - 5pm, September 5, 2017 (Tuesday)
Naic, Maragondon, Ternate	159	9am - 12nn, September 6, 2017 (Wednesday)
Gen. Trias, Trece	162	2pm - 5pm, September 6, 2017 (Wednesday)
Tanza, Kawit, Rosario, Noveleta, Amadeo	201	9am - 12nn, September 7, 2017 (Thursday)
Indang, Tagaytay, Mendez	177	2pm - 5pm, September 7, 2017 (Thursday)

Participants are expected to be on the venue on or before the scheduled slots. The first 30 minutes is intended for the registration of participants.

5. All schools are encouraged to prepare and bring screenshots of their LIS/EBEIS related concerns.
6. Expenses for snacks for public school's participants shall be charged against 2016 Continuing EBEIS/LIS funds subject to usual accounting and auditing procedures.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent



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Trece Martires City, Cavite



Organizing Committee

Reniel Patrick S. Tejdor – Planning Officer III
Ivan Brian L. Inductivo – SEPS - Planning and Research
Diana P. Topacio – OIC Chief, SGOD
Mignon Cecille M. Mangoba – ITO I
Junel Velasco - Project Development Officer I – Planning and Research
Reginald Esguerra – Registrar I
Johnedel Baculod – Registrar I
Carlo Melo – Administrative Aide III
Jay Fulvadora – Administrative Aide III
Romnick Cuachin – Administrative Aide III



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