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Certificate Number: AJA17-0083

June 26, 2019

DIVISION MEMORANDUM

NO: 242s., 2019

**DIVISION LEARNER INFORMATION SYSTEM (LIS) & BASIC EDUCATION
INFORMATION SYSTEM (BEIS) ORIENTATION SCHEDULE FOR BEGINNING
OF SCHOOL YEAR (BOSY) 2019-2020**

TO: OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID/SGOD
Division Office - Administrative Officer IV - Records
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private Schools, SUCs, LUCs and HEIs Administrators
All others concerned

1. To ensure accurate and up-to-date information of learner's basic profile, enrollment status and school profile encoding for Beginning of School Year (BOSY) 2019-2020, the Division Office thru the Planning and Research Unit will conduct an orientation for public and private schools, SUCs & LUCs and Higher Educational Institutions (HEIs) offering kinder, elementary, junior and senior high school.

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

For Public Schools:

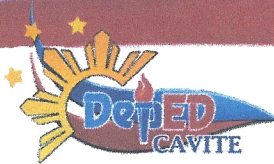
- School Head
- One (1) LIS Coordinator
- One (1) BEIS Coordinator

For Private Schools, and SUCs/LUCs/HEIs:

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

For public school's extension with no separate school ID, only the main school shall attend. It is expected that the main school will relay the information to the extension schools.

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



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



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4. The schedules of the orientation are as follow:

For Public Schools:

Districts	Expected No. of Participants	Schedule
GMA & Silang	193	8:30 AM – 12:00 NN August 13, 2019 (Tuesday)
Indang, Tagaytay & Amadeo	194	8:30 AM – 12:00 NN August 14, 2019 (Wednesday)
Naic, Tanza & Trece	206	8:30 AM – 12:00 NN August 15, 2019 (Thursday)
Noveleta, Rosario, Kawit, Carmona & Maragondon	194	8:30 AM – 12:00 NN August 16, 2019 (Friday)
GEA, Magallanes, Mendez, Alfonso & Ternate	204	1:30 PM – 5:00 PM August 16, 2019 (Friday)

Each school will be required to have a cascading plan on how they will inform their respective class advisers on the topics discussed in the orientation. Moreover, every schools are expected to have MOVs of their activity (documented photos and scanned copies of attendance sheet) which may be checked during school monitoring of the Planning and Research section.

For Private Schools, SUCs & LUCs and HEIs:

Districts	Expected No. of Participants	Schedule
Silang	130	8:30AM – 12:00NN August 20, 2019 (Tuesday)
Kawit, Noveleta, Rosario & Naic	116	1:30PM – 5:00PM August 20, 2019 (Tuesday)
Ternate, Maragondon, GEA, Magallanes, Alfonso, Mendez & Trece	146	8:30AM – 12:00NN August 22, 2019 (Thursday)
Tagaytay, Carmona & GMA	138	8:30AM – 12:00NN August 23, 2019 (Friday)
Tanza, Amadeo & Indang	138	1:30PM – 5:00PM August 23, 2019 (Friday)

5. Immediate dissemination of and strict compliance with this Memorandum is directed


CHERRYLOU D. REPIA
Schools Division Superintendent