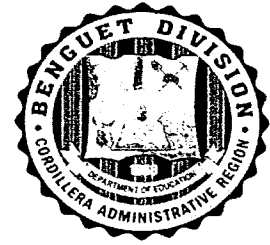




Republic of the Philippines
Department of Education
Cordillera Administrative Region
BENGUET DIVISION
Wangal, La Trinidad, Benguet, 2601
Telefax: (074) 422-6570; (074)422-2001



Division Memorandum

No. 177 s. 2018

AUG 03 2018

TO : School Heads of Public Elementary and Secondary Schools including SUC
School Heads of Private Schools
Designated District ICT or LIS/EBEIS Coordinators (Public)
Designated School ICT or LIS/EBEIS Coordinators (Public and Private Schools)
All Others Concerned

FROM : **MARIE CAROLYN B. VERANO, CESO VI**
Schools Division Superintendent

SUBJECT: DIVISION ORIENTATION/WORKSHOP ON LEARNER INFORMATION SYSTEM (LIS) REQUIREMENTS AND ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) UPDATES ON SCHOOL PROFILE FORMS FOR SY 2018-2019

DATE : August 03, 2018

1. In connection to D.O No. 032, s. 2018 (Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year 2018-2019 in the Learner Information System and Enhanced Basic Education Information System), the Planning and Research Section of this Office will conduct a one-day orientation/workshop on BOSY- LIS and EBEIS for SY 2018-2019. Participants are School ICT or LIS/EBEIS Coordinators and District ICT or LIS/EBEIS Coordinators of public and private elementary and secondary schools including SUC. Participants that are scheduled during special holidays and Saturday will earn service credits.
2. District Supervisors are advised to designate their District ICT or LIS/EBEIS Coordinators and likewise to all school heads to designate their school ICT or LIS/EBEIS Coordinators.
3. The objectives of the one-day orientation are as follows:
 - a. Participants to be oriented to create classes, label classes and sections correctly, set all class advisers per sections, enroll learners by LRN, fix disapproved learners for new LRN, manage user accounts of personnel, add new personnel, delete non-functional accounts in the system, confirm trans out learners, acknowledge trans in learners, approve requests of advisers re: correction of learner profile, familiarize with the correction forms in case of learner issue and other LIS matters,
 - b. Participants to be updated on EBEIS data requirements, encode data and submit reports online.
4. The schedule of orientation is found in the enclosure. Venue will be at the Adivay Hall, 3rd Floor, Schools Division Office-Benguet.
5. Participants shall bring his/her own laptop, pocket wi-fi or any gadget that can access internet and extension cord for actual hands-on online workshop.
6. Snacks and lunch shall be borne by the Schools Division Office while other expenses like transportation and incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.

SCHEDULE OF DIVISION ORIENTATION/WORKSHOP ON LIS and EBEIS FOR SY 2018-2019

Batch/Date	Participants	Number of Pax
Batch 1- August 20, 2018	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-Kibungan District	25
	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-Tuba District	34
	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-Bokod District	39
		Total 98
Batch 2- August 28, 2018	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-Atok District	23
	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-Kabayan District	23
	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-Itogon I District	21
	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-Itogon II District	20
		Total 87
Batch 3- August 29, 2018	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-Sablan District	14
	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-Kapangan District	28
	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-La Trinidad District	24
	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-Tublay District	20
		Total 86
Batch 4- August 23, 2018	ICT or LIS/EBEIS Coordinators of BSU (Kinder, Elem., Junior HS & Senior HS)	4
	School ICT or LIS/EBEIS Coordinators of Private Schools	75
		Total 79
Batch 5- August 24, 2018	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-Mankayan District	36
	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-Buguias District	44
	School ICT or LIS/EBEIS Coordinators of Elementary Schools, and District ICT or LIS/EBEIS Coordinator-Bakun District	30
		Total 110
Batch 6- August 30, 2018	Public Secondary School ICT Coordinators or School LIS/EBEIS Coordinators, 2 SHS Registrars	Total 62