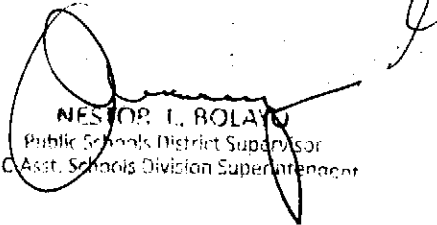|	Republic of the Philippines Department of Education Cordillera Administrative Region **SCHOOLS DIVISION OF BENGUET** *Wangal, La Trinidad, Benguet*		Document Code: Revision: 00
	Division Memorandum No. ___219___, s. 2019		Name of Office: CID-ALS

TO: CID and SGOD CES
Education Program Supervisors
Public Schools District Supervisors / District Coordinating Principals
Education Program Specialists II – ALS
ALS Field Implementers
All Others Concerned

AUG 03 2019

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

NESTOR L. BOLAY
Public Schools District Supervisor
OIC Asst. Schools Division Superintendent

SUBJECT: **ORIENTATION AND WORKSHOP ON ALTERNATIVE LEARNING SYSTEM-LEARNER INFORMATION SYSTEM (ALS-LIS) MANAGEMENT**

1. The Orientation and Workshop on ALS Learner Information System (LIS) Management is scheduled August 23, 2019 at the 3rd floor Adivay Hall, SDO-Benguet, Wangal, La Trinidad, Benguet.

2. The participants are the following:

a. EPS-ALS	1	h. BPOSA Manager	1
b. Planning Officer	1	i. DepEd Procured LV	4
c. Welfare Officer	1	j. PLGU LF	1
d. M&E	1	k. MLGU LF	1
e. EPS-II (ALS)	2	l. BJMP Partner LF	3
f. DALSC	14	m. RRCY Partner LF	1
g. ALS MT	31		
Total		**62**	

3. Participants shall bring their laptops and learners' pertinent records necessary for the workshop on updating CY2018 LIS and encoding CY2019 enrolment. Participants are also encouraged to bring Wi-Fi connection, extension cords, and flash drive.

4. Lunch and snacks shall be charged to the Division HRTD fund while transportation and incidental expenses will be charged to local funds subject to the usual accounting and auditing rules and regulations.

5. Attached is the indicative training matrix.

6. Wide and immediate dissemination of this memorandum to all concerned is highly enjoined.

ORIENTATION AND WORKSHOP ON ALS LEARNER INFORMATION SYSTEM (LIS) MANAGEMENT
3rd floor Adivay Hall, SDO-Benguet, Wangal, La Trinidad, Benguet
August 23, 2019

PROGRAMME

Time	Activity	Resource Person
8:00 a.m.-8:30 a.m.	Registration/Opening Prayer	Mrs. R. Anapen (EPS-II)
	Orientation:	
8:31 a.m.-9:00 a.m.	• Updating of Learner Status, EoCY 2018	R. Belino
9:01 a.m.-9:30 a.m.	• Finalizing of CLC, EoCY 2018 and Report Generation	R. Belino
9:31 a.m.-10:00 a.m.	• Encoding of CY2019 Enrolment	R. Belino
10:01 a.m.-10:20 a.m.	*AM Snacks*	
10:21 a.m.-11:00 a.m.	• Requesting for correction/s	Mrs. J. Kiong (PO)
	Workshop	
11:01 a.m.-12:00 p.m.	• Updating of Learner Status, EoCY 2018 • Finalizing of CLC, EoCY 2018 and Report Generation	R. Belino/ Mr. T. Bestre (EPS-ALS)
12:01 a.m.-1:01 p.m.	*Lunch Break*	
1:00 p.m.-3:00 p.m.	• Encoding of CY2019 enrolment	R. Belino/ Mr. T. Bestre (EPS-ALS)
3:01 p.m.-3:20 p.m.	*PM Snacks*	
3:21 p.m.-5:00 p.m.	Continuation of Workshop and solving of issues re LIS Management if there are	R. Belino/ Mr. T. Bestre (EPS-ALS)