



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601

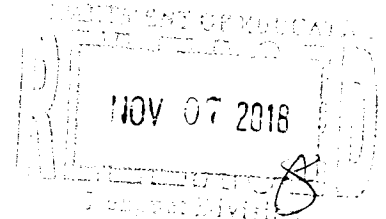


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Division Memorandum

No. 275 s. 2018

TO : Public Schools District Supervisors
District LIS/EBEIS Coordinators
Public Secondary School Heads
All Others Concerned



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

SUBJECT: DIVISION ORIENTATION-WORKSHOP ON THE OFFLINE ENCODING AND SUBMISSION OF BASIC EDUCATION INFORMATION SYSTEM SCHOOL PROFILE TEMPLATES FOR BEGINNING OF THE SCHOOL YEAR (BOSY) 2018-2019

DATE : November 05, 2018

1. The Planning and Research Section of this Office will conduct a one-day orientation-workshop on the offline encoding and submission of BEIS school profile templates for Beginning of the School Year 2018-2019 on November 16, 2018. This orientation-workshop shall be participated in by 14 District LIS/EBEIS Coordinators and 61 public secondary school heads.
2. This activity aims to:
 - a. To orient District LIS/EBEIS Coordinators and public secondary school heads on specific instructions in encoding and submitting of BEIS-BOSY 2018-2019 based on DepEd Central Office letter dated October 24, 2018, and
 - b. Actual hands-on workshop in downloading excel templates, offline encoding of data on the templates and online uploading of accomplished templates thru the school head's account.
3. Participants are encouraged to bring with them their school accomplished hard copy and duly signed Government Elementary School Profile Forms for District Coordinators, Government JHS and SHS School Profile Forms for public secondary school heads, laptop and extension cord for the actual hands on workshop.
4. 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.
5. Immediate dissemination of and strict compliance with this memorandum is enjoined.