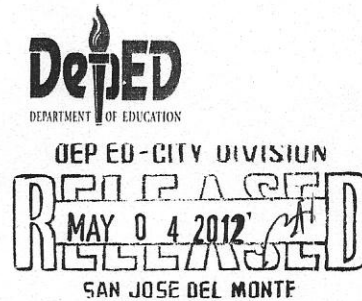




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



May 3, 2012

DIVISION MEMORANDUM

No. 86 s. 2012

TO : Public School District Supervisors
Elementary & Secondary School Principals/OICs

ATTENTION : School EBEIS Coordinators/ICT Coordinators

FROM : **DR. AMANCIO S. VILLAMEJOR JR., CESO IV**
Schools Division Superintendent

SUBJECT : **CONDUCT OF ORIENTATION ON THE REVISED E-BEIS DATA
GATHERING FORMS & ON-LINE ENCODING OF END OF SCHOOL
YEAR (EOSY) 2011-2012 GESP & GSSP DATA**

Due to the major revisions in the school profiles as stipulated in DepED Order No. 33, s. 2012, there is a need to conduct Division Orientation for the School Principals/OICs and ICT/BEIS Coordinators in order to have a common understanding and interpretation of the different data elements included in the tables.

Since the schedule of the on-line encoding given by the Central Office to our Division is limited to May 21-25, 2012 only and to give way to the Brigada Eskwela Kick-off scheduled on May 21, 2012, our Orientation on E-BEIS shall be conducted at San Jose del Monte Central School Library Hub, Poblacion, City of San Jose del Monte in ~~three~~ (4) batches on the following dates:

- May 22, 2012 (8:00 -11:59 a.m.) - Batch 1 (12 Secondary Schools)
- May 22, 2012 (1:00 – 4:59 p.m.) - Batch 2 (East District except San Roque, San Isidro & Kakawate ES)
- May 23, 2012 (8:00-11:59 a.m.) - Batch 3 (BBH, BBC, BBD, S.Palay, Dulong Bayan, Kaypian, SJDM Central, Partida, Benito Nieto, & Muzon Pabahay ES)
- May 23, 2012 (1:00-4:59 p.m.) - Batch 4 (San Roque, San Isidro, Kakawate ES and the rest of West District schools)

Each participating school is required to bring the following:

- a) Laptop with WIFI capabilities (Broadband);
- b) Copy of the validated GESP/GSSP for the End of SY 2011-2012 data;
- c) Extension wire with socket.

The accomplished school profiles shall be used during the hands-on activities, thus the principal should ensure that his/her EBEIS coordinator has the copy of the said school profiles to work on.

Expenses for the conduct of the training consisting of food provisions of participants and supplies and materials shall be charged against the Division INSET Funds. Transportation and travel expenses shall be borne by each participant.

In addition, ICT/BEIS Coordinators involved in this activity will be given service credits for their services rendered.

To ensure successful outcome of this activity, all school heads are advised to prioritize this EBEIS program over all other school-initiated activities.

For your information and strict compliance.