



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Central Luzon
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
San Ignacio St., Poblacion, City of San Jose del Monte 3023



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By: _____
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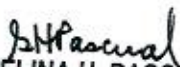
DIVISION MEMORANDUM

No. 243 s. 2018

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Public Elementary/Secondary School Heads
All Others Concerned

DIVISION CONFERENCE/WORKSHOP ON LIS/EBEIS DATA MANAGEMENT AND INFORMATION TECHNOLOGY UPDATES FOR PUBLIC ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOLS

1. With the Department of Education's mandate to deliver accurate, reliable and up-to-date information of learners in the Enhanced Basic Education Information System (EBEIS) and the Learner Information System (LIS), this Office through the SGOD-Planning and Research Unit, will conduct the Division Conference/Workshop on LIS/EBEIS Data Management and Information Technology Updates for SY 2018-2019 on December 11-12, 2018 at Sitio Lucia Garden Resort Hotel, Pulong Buhangin, Sta. Maria, Bulacan.
2. The objectives of this activity are the following:
 - a. Update the participants on the latest and new facilities deployed in the EBEIS and LIS for registering, enrolling and updating school profiles;
 - b. Capacitate new School Principals and SHS Assistant Principals on the online encoding of learners' data in the LIS and school profiles in the EBEIS;
 - c. Explain all issues pertaining to BOSY and EOSY updating and submission of reports;
 - d. Clarify and strengthen the roles and responsibilities of School Heads and LIS / EBEIS Coordinators; and
 - e. Boost the participants' teamwork and coordination for effective and efficient data management.
3. Participants to this activity are the new Public School Principals and SHS Assistant Principals, Public Elem./JHS/SHS LIS/EBEIS Coordinators, and SHS Registrars/in-charge of LIS.
4. Each participant shall bring laptop with internet/ Wifi connectivity, Wifi/Broadband stick, and extension cord.
5. Provision for meals and accommodation of participants shall be chargeable against LIS/EBEIS fund and SDO MOOE, while travelling expenses shall be charged against their respective MOOE funds subject to existing accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is earnestly enjoined.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

TRAINING MATRIX

Date	Time	Activity	In-Charge
DAY 1 December 11, 2017	Morning Session	Registration of Participants	Rea S. Calimlim- LIS J.O.
		Opening Program ➤ National Anthem ➤ Invocation ➤ Roll Call/House Rules ➤ Welcome Remarks	Urcesio Sepe – EPSII Marife Arandela – PDO1 Margie Duro-PDO -I SDS Germelina H. Pascual
		Rationale	Bernadette B. Rosaroso EPS for SGOD
		Revisiting of Roles & Accountabilities of School Heads & LIS/EBEIS	Mr. Renato L. Ignacio – SEPS- Planning & Research
		AM Snack	
		Part I - LIS/EBEIS Management and updates on New Facilities	Ma. Felisa Camino – PO-III
		LUNCH BREAK	
	Afternoon session	Part II- Discussions on LIS/EBEIS problems and issues w/ online troubleshooting	Ma. Felisa Camino – PO-III
		PM Snack	
		Part I- ROUND TABLE ACTIVITIES	Facilitators: Nurse II Rea S. Calimlim Marife Arandela
DAY 2 December 12, 2017		Part II -ROUND TABLE ACTIVITIES	Facilitators: Margie Duro Renato L. Ignacio Urcesio Sepe
		LUNCH BREAK	
		Culminating Program : Presentation of Awards and Recognitions for Exemplary Work Performances, FY 2018	
		Closing Remarks	ASDS Maria Carmen P. Cuenco
		Program/Activity Evaluation	Robesa M. Hilario- SEPS, M & E Urcesio Sepe

Ms. MERLITA YNCIONG

Emcee