

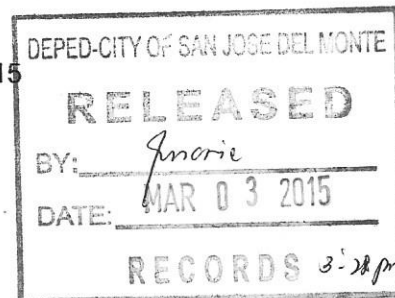


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**SCHOOLS DIVISION OFFICE**  
City of San Jose del Monte



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March 02, 2015



**DIVISION LETTER**

No. 6 s. 2015

**To:** All Public Schools District Supervisors  
All Elementary and Secondary School Heads

**Attention:** School LIS Coordinators

**Subject:** Orientation on LIS Housekeeping

This Office through the Division Planning and ICT Unit will conduct an **Orientation on LIS Housekeeping** for Public Elementary and Secondary Schools on March 5, 2015, 3:00 pm at DepEd Library Hub, San Jose del Monte Central School, Poblacion, City of San Jose del Monte.

The objectives of this activity are: 1) to prepare documents related to the correction of data involving learners information and establish accurateness on all school records; 2) to improve management of LIS among all users and administrators; and 3) to clarify issues and concerns relative to the implementation of the Information System.

Participation of all concerned is enjoined.

  
**GERMELINA H. PASCUAL**  
Schools Division Superintendent

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