



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



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January 13, 2016

DIVISION MEMORANDUM

No. 08 s, 2016

**DIVISION WORKSHOP ON DATA UPLOADING OF THE REGION III INTEGRATED
RESOURCE INFORMATION SYSTEM (R3-IRIS)**

TO: Public Elem. & Sec. School Heads
School ICT Coordinators

1. In perpetuation of the DepED Region III Policy, Planning and Research Division's spearheading of R3-IRIS Data Management System, a Division Workshop on Data Uploading of the R3-IRIS will be conducted on January 15, 2016 at DepEd Library Hub. Registration starts at 7:30 a.m.
2. The said activity will be anchored to the following objectives:
 - a. install the R3-IRIS as a data management system of the Division Office to enhance responsiveness to the data requirements of stakeholders in Schools Division; and
 - b. link the Division Office R3-IRIS system to the Regional Data Management System to ensure accuracy and responsiveness to the data requirements of stakeholders in the region.
3. Participants to this activity are the School ICT Coordinators only, who will be in constant coordination with the school in-charge of Personnel Records, Property Custodians and LIS/EBEIS coordinators for the data needed to be uploaded to the system. They shall bring with them the following:
 1. Laptop;
 2. USB (new);
 3. Extension wires;
 4. School Personnel Profile (see Attachment No. 1)
 5. School Inventory Data as of Dec. 31, 2015 (see attachment No.2)
 6. School Enrolment Profile
4. Meals and snacks will be charged to Division INSET funds subject to the usual accounting and auditing rules and regulations.
5. Usual cooperation of all concerned is deeply enjoined.

JH Pascual
GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

ATTACHMENT NO. 2

School Name :

SCHOOL INVENTORY

Electrical Source/Supply:

Sets of Tables & Chairs :

Desks:

Armchairs:

Number of Rooms-

Kinder Room

Academic Classrooms

Computer room

Science Room

Industrial Arts Room

H.E. Room

Internet Connectivity/Provider:

No. of Computers

No. of Toilet bowls:

No. of Urinals

Water Source:

Land Acquisition -
