



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



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November 20, 2017


DIVISION MEMORANDUM

No. 224 s. 2017

To: Public Elementary and 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. In line 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), and in the full implementation of Information and Communication Technology in all public schools as a requirement in School Based Management (SBM), this Schools Division through the Planning and Research Unit and Division ICTO, will conduct the Division Conference/Workshop on LIS/EBEIS Data Management and Information Technology Updates for SY 2017-2018.
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 learners;
 - b. Capacitate participants on the actual online troubleshooting of learners' data in the LIS and school profiles in the EBEIS with difficult issues;
 - c. Explain all issues pertaining to BOSY and EOSY updating and submission of reports;
 - d. Capacitate participants on website updating;
 - e. Boost the participants' teamwork and coordination for effective and efficient data management.
3. The Conference /Workshop shall be held on December 14-15, 2017 at the venue to be announced later. Participants to this activity are the following:
 - a. School LIS, EBEIS and ICT Coordinators;
 - b. SHS Registrars/in-charge of LIS
4. Each participant shall bring the following:
 - a. Laptop with internet/ Wi-Fi connectivity;
 - b. Wi-Fi/Broadband stick;
 - c. Extension cord
5. Provision for meals and accommodation of participants shall be chargeable against LIS/EBEIS fund 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 14, 2017	Morning Session	Registration of Participants	Margie Duro –PDO I
		Opening Program ➤ National Anthem ➤ Invocation ➤ Roll Call ➤ Welcome Remarks	Oddie Sepe – EPSII Merlita Ynciong – SEPS Ma. Felisa C. Camino-PO -III SDS Germelina H. Pascual
		Rationale	Bernadette B. Rosaroso EPS for SGOD
		Revisiting of Roles & Accountabilities of LIS/EBEIS/ICT Coordinators	Mr. Renato L. Ignacio – SEPS-Planning & Research
		AM Snack	
		Part I - LIS/EBEIS Management and updates on New Facilities	Ma. Felisa Camino – PO-III
		Part II- Discussions on LIS/EBEIS problems and issues w/ online troubleshooting	
		LUNCH BREAK	
	Afternoon session	Wave 2- Development of School Website	Arthur F. Francisco – Division ITO
		PM Snack	
		Presentation of Outputs	
DAY 2 December 15, 2017	Morning Session	Culminating Program : Presentation of Awards and Recognitions for Exemplary Work Performances	
		Closing Remarks	ASDS Maria Carmen P. Cuenco
		Program/Activity Evaluation	Robesa M. Hilario
		LUNCH BREAK	

Mr. Manuel P. Dela Cruz

Emcee