

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



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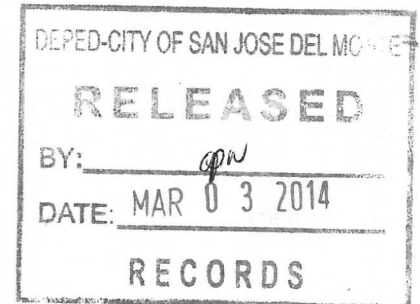
03 March 2014

**DIVISION MEMORANDUM**

No. 28 s. 2014

**To:** All Public School District Supervisors  
All Elem. & Sec. School Principals/OICs

**Attention:** School ICT Coordinators



**ORIENTATION TRAINING ON THE ADOPTION OF THE MODIFIED SCHOOL FORMS (MSFs) & UPGRADED LEARNERS INFORMATION SYSTEM (LIS)**

This Office through the Division Planning and ICT Unit will conduct a whole-day **Orientation on the Adoption of the Modified School Forms (SFs) and Upgraded Learners Information System (LIS)** for Public Elementary and Secondary Schools on **March 5, 2014** at DepED Library Hub, Poblacion, City of San Jose del Monte.

The objectives of this activity are: 1) to impart knowledge and techniques on how to utilize the Modified School Forms; and 2) to familiarize users on accomplishing LIS e-forms; and 3) to clarify issues and concerns relative to the implementation of MSFs and Upgraded LIS system.

Participants to this training are the School Principals/OICs and ICT Coordinators. This activity shall be conducted by cluster scheduled as follows:

- 7:15 to 11:15 a.m. - Cluster 1 (All West District schools, BBA, BBB, BBE, BBF, BBG and BBI)
- 1:00 to 5:00 p.m. - Cluster 2 (All Secondary schools and the rest of East District schools)

All expenses relative to the conduct of this training including honoraria of two (2) resource speakers, meals/snacks of the participants will be charged against the Division INSET fund subject to auditing rules and regulations.

Enclosure No. 1 contains the Activity Design and Enclosure No. 2 the Training Matrix.

Compliance of all concerned to this memorandum is enjoined.

  
**ESTELITA G. PINEDA, CESO V**  
Schools Division Superintendent

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Enclosure No. 2 to Division Memorandum # 28, s. 2014

**TRAINING MATRIX**

March 5, 2014

Cluster 1 – West District, BBA, BBB, BBE, BBF, BBG & BBI

Time	Activity/Topic	Facilitators
7:00 – 7:30 a.m.	Arrival & Registration of Participants	Carter L. Mangahas Jackylyn Vargas
7:30 – 8:00 a.m.	Opening Program <ul style="list-style-type: none"><li>- Doxology</li><li>- National Anthem</li><li>- Welcome Remarks</li></ul>	Mam Flor Limon Mam Fatima Felicia
8:00 – 9:30 a.m.	All About Modified School Forms (MSFs)	Sir Jonathan Diche
9:30- 10:00 a.m.	Open Forum for MSFs Matters	
10:00-10:15 a.m.	Break Time	
10:15 – 11:00 a.m.	All About Upgraded Learners Information (LIS)	Sir Jonathan & Sir Nelson
11:00-11:15 a.m.	Open Forum for LIS Matters	

Cluster 2 – All Secondary Schools & the Rest of East District Schools

Time	Activity/Topic	Facilitators
1:00 – 1:15 p.m.	Arrival & Registration of Participants	Carter L. Mangahas Jackylyn Vargas
1:15 – 1:30 p.m.	Opening Program <ul style="list-style-type: none"><li>- Doxology</li><li>- Welcome Remarks</li></ul>	Mam Nelia F. Nieto
1:30 – 3:00 p.m.	All About Modified School Forms (MSFs)	Sir Jonathan Diche
3:00 - 3:15 p.m.	Open Forum for MSFs Matters	
3:15 - 3:30 p.m.	Break Time	
3:30 – 4:30 p.m.	All About Upgraded Learners Information (LIS)	Sir Jonathan & Sir Nelson
4:30 – 5:00 p.m.	Open Forum for LIS Matters	

Prepared by:

  
**RENATO L. IGNACIO**  
Planning Officer-II