



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte
Telefax No. (044) 815-2815



July 01, 2015

DIVISION MEMORANDUM
No. 100, s. 2015

To: : Education Program Supervisors
Public School District Supervisors
Private Pre-Elem., Elem., & Sec. Sch. Administrators/Principals

**DIVISION ORIENTATION/WORKSHOP ON LEARNER'S INFORMATION
SYSTEM (LIS) SY 2015-2016 FOR PRIVATE SCHOOLS**

1. In line with the Department of Education's mandate to provide accurate and up to date information of learners nationwide, the Learner's Information System (LIS) will be strictly implemented not only to public schools and ALS learning centers but also to private schools beginning SY 2015-2016. Thus, there is a need to conduct orientation for all field implementers regarding this online facility.
2. The Division Orientation/Workshop which is intended for those who have not attended the previously held Cluster Orientation shall be conducted on July 7, 2015 (8:00 a.m. to 4:30 p.m.) at the DepED CSJDM Library Hub, Poblacion, City of San Jose del Monte. (Please refer to the attached list/names of schools and the number of participants each school shall send.) Participants to this activity shall be the School Administrator/Directress/Principal and Registrar/EBEIS/ICT Coordinator who are knowledgeable on ICT and online reporting. •
3. The objectives of this activity are the following:
 - a. Explain the processes and guidelines in using the Enhanced Basic Education Information System (EBEIS) and Learner Information System (LIS) for registering, enrolling and updating learners profiles from Private Schools;
 - b. Train and familiarize each participant on actual encoding of learner's profile in the LIS online facility;
 - c. Capacitate participants to train their class advisers;
 - d. Clarify and strengthen the roles and responsibilities of Schools Heads, ICT Coordinators and Class Advisers; and
 - e. Enlist their commitment and participation to agreed activities and timelines.

4. Each participating school shall bring the following:
 - a. Laptop with internet/wifi connectivity;
 - b. Wifi/Broadband stick;
 - c. Extension cord with at least two sockets; and
 - d. Masterlist/profile of learners;
5. Registration of participants will begin at 7:30 a.m. and the Activity Proper at 8:15 a.m. Participants are not allowed to leave before the program ends.
6. A registration fee of one hundred thirty pesos (P 130.00) shall be collected from each participant to cover morning snack and lunch.
7. To ensure successful outcome of this activity, all school heads/administrators of private schools are advised to prioritize this EBEIS/LIS program.
8. For wide dissemination and strict compliance.


GERMELINA H. PASCUAL
Schools Division Superintendent 



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List of Schools who are REQUIRED to attend the Division Workshop on LIS:

No.	Name of School	School Adm./Dir./Principal	ICT/LIS/EBEIS Coor	TOTAL participants per School
1	Smart Classicans' Academy, Inc.	1	1	2
2	Gracious Family Learning School	1	1	2
3	Jesus of Nazareth Learning School	1	1	2
4	Yeshua's Child Academy	1	1	2
5	Shepherd Christian Academy	1	1	2
6	Emmanuel Christian School	1	1	2
7	Holy Infant Jesus Montessori School	1	1	2
8	Ateneo Casa Famiglia Servants of the Poor	1	1	2
9	Headwaters College	1	1	2
10	Sapang Palay Learning Center	1	1	2
11	St. Berline's Montessori	1	1	2
12	Academia de Sta. Maria	1	1	2
13	Kisap Brent School, Inc.	1	1	2
14	Modern Era Learning Center	1	1	2
15	Saint Francis de Assissi Sch.of Multiple Intelligence	1	1	2
16	SJDM Cornestone College	1	1	2
17	Darwin International School	1	1	2
18	St. Mary's D' Queen College of SJDM, Inc.	1	1	2
19	Elisha Learning Center	1	1	2
20	The Immaculate Mother Academy of Bulacan, Inc.	1	1	2
21	RVS Achievers Academy Inc.	1	1	2
22	Lord's Grace Integrated School	1	1	2
23	Park Christian Academy	1	1	2
24	Star Kids Academy of SJDM	1	1	2
25	Smart Starters Montessori	1	1	2
26	Siena College of San Jose	1	1	2
27	Happy Child Academy and Resources Center	1	1	2
28	Mommy's Little Helper Learning Center	1	1	2
29	Enthusiastic Learning Center of SJDM	1	1	2
30	Dela Costa Learning Center	1	1	2
31	Harvadian Learning School of Bulacan	1	1	2
32	Stallion Homes Learning Academy	1	1	2
33	Precious Brent School of SJDM	1	1	2
34	Clairemont Academy	1	1	2
35	St. Mary Goretti School Inc.	1	1	2
36	Agape Christian School	1	1	2
37	St. Francis Divine College	1	1	2
38	Sto. Niño School of Palmera	1	1	2
39	Bethuel Christian Academy	1	1	2
40	Queen Mary's Academy	1	1	2
41	Nazareth Academy of San Jose	1	1	2
42	Angels of God Learning School, Inc.	1	1	2