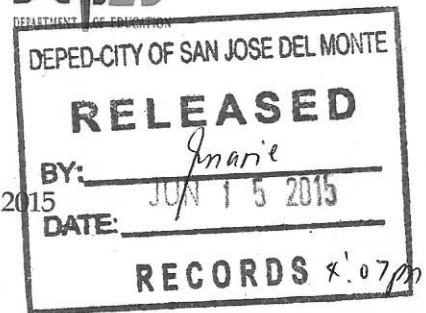




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III  
DIVISION OF CITY SCHOOLS  
City of San Jose del Monte  
Telefax No. (044) 815-2815



June 15, 2015

DIVISION MEMORANDUM  
No. 91, s. 2015

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

**DIVISION ORIENTATION/WORKSHOP ON DATA MANAGEMENT  
AND INFORMATION TECHNOLOGY FOR SY 2015-2016**

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 field implementers regarding this online facility.
2. The Division Orientation/Workshop shall be conducted by cluster from June 18, 19, 22, 23 & 24, 2015 at the DepED CSJDM Library Hub, Poblacion, City of San Jose del Monte. (Please refer to the attached schedule, name of school and the number of participants each school shall send.) Participants from the public schools shall be the School Head and the LIS/ICT Coordinator while from private schools shall be the School Administrator/Principal and Registrar 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 Public Schools, Private Schools and Alternative Learning System;
  - b. Capacitate participants to train their class advisers;
  - c. Gather feedback (public schools) on the current use of the information system and technology in schools;
  - 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. Due to limited budget, only provision for lunch shall be borne by the SDO chargeable against Division INSET Fund.
7. To ensure successful outcome of this activity, all school heads/administrators of both public and 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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Attachment A

Schedule of Data Management and Information Technology Workshop for  
Public and Private Schools

Date	Time	Venue	Batch	Public	Private
June 18 (Thursday)	8:00 a.m. to 5:00 p.m.	DepED CSJDM Library Hub	1 (34 schools = 68 pax)	Districts 1 & 2	Clusters A & B
June 19 (Friday)	8:00 a.m. to 5:00 p.m.	DepED CSJDM Library Hub	2 (36 schools = 72 pax)	Districts 3 & 4	Clusters C & D
June 22 (Monday)	8:00 a.m. to 5:00 p.m.	DepED CSJDM Library Hub	3 (42 schools = 84 pax)	Districts 5 & 6	Clusters E & F
June 23 (Tuesday)	8:00 a.m. to 5:00 p.m.	DepED CSJDM Library Hub	4 (38 schools = 76 pax)	Districts 7 & 8	Clusters G & H
June 24 (Wednesday)	8:00 a.m. to 5:00 p.m.	DepED CSJDM Library Hub	5 (40 schools = 80 pax)	Districts 9 & 10	Clusters I & J