



Republic of the Philippines  
Department of Education  
Region V (Bicol)

**DIVISION OF CATANDUANES**

Virac, Catanduanes

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July 24, 2018

DIVISION MEMORANDUM

No. 184 s., 2018

**2-DAY CLUSTERED ORIENTATION-WORKSHOP ON BEGINNING OF SCHOOL YEAR (BOSY)  
ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) AND LEARNER INFORMATION  
SYSTEM (LIS) FOR SCHOOL YEAR 2018-2019**

**TO: Asst. Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance & Operation Division  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public and Private Elementary,  
Junior and Senior High Schools  
All concerned**

1. Pursuance to DepEd Order No. 32, s. 2018 re: Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year 2018-2019 in the Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS), this office through the Planning and Research Unit will be conducting a 2-day clustered Orientation-Workshop for School Heads, ICT Coordinators, SHS Coordinators/Registrars/Admin. Asst. II (ADAs II) at Queen Maricel Inn, San Isidro Village, Virac, Catanduanes.
2. The following are the objectives of the Orientation-Workshop:
  - a. To orient, update, encode and give technical assistance to the participants in the implementation of Beginning of School Year (BOSY) Enhanced Basic Education Information System (EBEIS) and Learner Information System (LIS);
  - b. To gather feedback on the issues, concern & problems encountered in the implementation of LIS and EBEIS;
  - c. To meet 100% school participation, finalization, submission and SDO validation.
3. Participants to this activity are:
  - a. Heads of Public Elementary, Junior and Senior High School
  - b. ICT Coordinators of Elementary & Junior High Schools
  - c. SHS ICT Coordinators or Admin Asst. II or Registrars
  - d. Heads of Private Elementary, Junior & Senior High School
  - e. ICT Coordinator or representative of private schools

Please take note that School Heads of Integrated Schools will attend in the schedule for Elementary level and mother school for Cluster School Heads and send representative if unable to attend.
4. The clustering of participants are as follows:
 

Cluster 1	- Caramoran & Pandan (Public & Private Elem. School)	- August 3-4, 2018
Cluster 2	- Viga, Panganiban & Bagamanoc	- August 6-7, 2018
Cluster 3	- Bato, San Miguel, Baras & Gigmoto	- August 8-9, 2018
Cluster 4	- Virac & San Andres	- August 10-11, 2018
Cluster 5	- Secondary Level	- August 16-17, 2018

5. Things to bring: Laptop, pocket Wi-Fi/broadband. Extension wire, USB/Flash Drive, School Form 1, Baptismal/Birth Certificate, form 137 for learners with toggle list(s) and issues, printed copy of School Profile (EBEIS Forms) SY 2017-2018 and Updated School Physical & IT Inventory.
6. Transportation expenses and registration fee of Six Hundred Pesos (₱ 600.00) shall be charge to the participants to cover 2 snacks and 1 lunch chargeable against school MOOE/local funds. Expenses of Schools Division Office (SDO) personnel and other related expenses shall be charged against Financial Assistance to SDO for the implementation of EBEIS & LIS for SY 2018-2019. All expenses incurred are subject to the usual accounting and auditing rules and regulations.
7. Secondary Implementing Units (IUs), Private and Non-DepEd School participants will have to pay cash for issuance of Official Receipt by the SDO Cashier.
8. Attendance to this Orientation-Workshop is hereby enjoined.

  
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent

Reference:  
DO No. 32, s. 2018