



Republic of the Philippines
Department of Education
Region V
Schools Division Office - Sorsogon

November 8, 2019


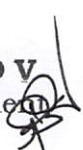
DIVISION MEMORANDUM

No. 230 s. 2019

DIVISION ORIENTATION - WORKSHOP FOR ONLINE ENCODING OF LEARNER'S PROFILE IN THE LEARNER INFORMATION SYSTEM (LIS) and SCHOOL INFORMATION IN THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) FOR THE BEGINNING OF SCHOOL YEAR (BOSY) 2019-2020

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
SHS Assistant Principals / SHS Registrars
Private Elementary and Secondary Schools Administrators/ Heads

1. To enhance the capability of the schools in the preparation of LIS and BEIS beginning of school- year 2019-2020, a Division Orientation –Workshop for Online Encoding of Learner's Profile in the LIS and School Information System in the BEIS for the Beginning of School Year (BOSY) 2019-2020 will be conducted on November 13 to 26, 2019 at the Casiguran Teachers Hall, Casiguran Central School, Casiguran, Sorsogon.
2. This orientation aims to:
 - a.) To provide guidance in the conduct of the data collection and online registration of learners through the LIS and BEIS respectively;
 - b.) To enhance the capability of the schools in the preparation of LIS and BEIS beginning this school year 2019-2020;
 - c.) To ensure the correctness of data to be encoded in the BEIS system;
 - d.) To clarify and strengthen the roles and responsibilities of School Heads/School System Admin Coordinator and Advisers in their respective schools.
3. Participants in this activity are all Public and Private Elementary and Secondary School Heads, and SHS Assistant Principals or SHS Registrars
4. Attached to this memorandum are the schedules for the entire duration of this activities.
5. Participants are requested to bring their **laptop, pocket wifi/ broadband and extension wire and those schools who did not submit the hard copy of the BEIS filled-up Forms to the Planning & Research Section, must bring their own hard copy needed for the online encoding during the workshop activity.**
6. There is no registration fee. Meals of participants shall be charged to LIS and BEIS Fund while transportation expenses will be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. For information, guidance and compliance of all concerned.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



Republic of the Philippines
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Enclosure No. 1 to the Division Memorandum No. 230

- LIST OF PARTICIPANTS

DISTRICTS	No. of Schools	No. of Pax	Date
SECONDARY			
1st Congressional Dist.	39		Nov. 13, 2019
	35 with SHS (2 pax)	35 x 2 pax (70)	
	4 JHS	4	
2nd Congressional Dist.	44		Nov. 14, 2019
	37 with SHS (2 pax)	37 x 2 pax (74)	
	7 JHS	7	
MAGALLANES NORTH	14	14	Nov. 15, 2019
MAGALLANES SOUTH	14	14	
STA. MAGDALENA	10	10	
PTO. DIAZ	19	19	
		57	
DONSOL EAST	21	21	Nov. 18, 2019
CASTILLA WEST	20	20	
DONSOL WEST	26	26	
		67	
BARCELONA	21	21	Nov. 19, 2019
CASIGURAN	20	20	
PILAR I	27	27	
		68	
MATNOG	36	36	Nov. 20, 2019
IROSIN	31	31	
		67	
CASTILLA EAST	19	19	Nov. 21, 2019
GUBAT SOUTH	20	20	
BULAN SOUTH	27	27	
		66	
BULAN NORTH	35	35	Nov. 22, 2019
PILAR II	27	27	
		62	
JUBAN	24	24	Nov. 25, 2019
GUBAT NORTH	19	19	
BULUSAN	20	20	
		63	
Private Schools (Elementary and Secondary and SHS)	51	51	Nov. 26, 2019



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Enclosure No. 2 to the Division Memorandum No. 230

TRAINING ORIENTATION- WORKSHOP MATRIX

DIVISION ORIENTATION - WORKSHOP FOR ONLINE ENCODING OF LEARNER'S PROFILE IN THE LEARNER INFORMATION SYSTEM (LIS) and SCHOOL INFORMATION IN THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) FOR THE BEGINNING OF SCHOOL YEAR (BOSY) 2019-2020

Time	Topic / Activity	Facilitator
8:00am - 9:00am	Registration	Melanie T. Grayda Maria Riza Dino
9:00am - 9:30am	Opening Program	
	Welcome Message: LUCY M. HAMOR PSDS, Casiguran District	
	Inspirational Message: Florencio P. Bermundo Chief, SGOD	
	Ma. Jeany P. Postrado Asst. Schools Division Superintendent	
	JOSE L. DONCILLO, CESO V Schools Division Superintendent	
9:30am - 9:35am	Presentation of Participants	Edgardo E. Din
9:35am- 12:00nn	Checking of Forms and One on One Validation	Ma. Esperanza G. Espigol
	Research Updates	Edgardo B. Din
	ISSUES AND CONCERNS	
12:00nn - 1:00pm	LUNCH	
1:00pm - 4:45pm	Workshop and Hands on Encoding of BEIS forms and online Submission	Ma. Esperanza G. Espigol John Rey J. Perez- ITO
4:45pm - 5:00pm	Closing Program (Distribution of Certificates)	

Emcee: Edgardo E. Din