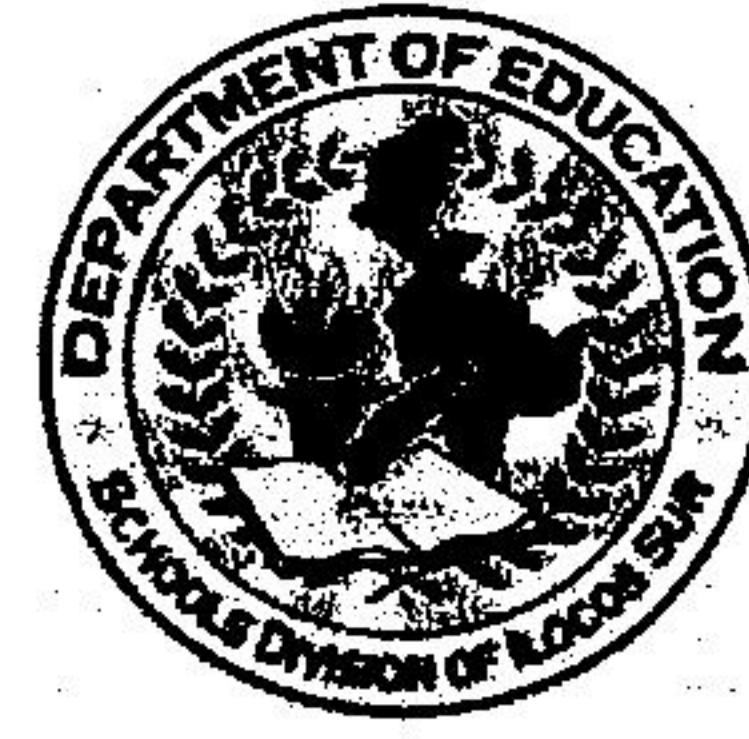




Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS SUR**  
Bantay, Ilocos Sur



September 30, 2019

**DIVISION MEMORANDUM**

No. 340, s.2019

**LEARNER INFORMATION SYSTEM(LIS) ORIENTATION**

To: OIC – Asst. Schools Division Superintendent  
Chief Education Supervisor(SGOD)  
Education Program Supervisor (SGOD)  
Senior Education Program Specialist (PRS,SMME,HRD)  
Planning Officer III  
Nurses II  
Project Development Officers I (SGOD)  
Public Elementary District LIS Coordinators/District Key Teachers/Advisers  
Public Secondary Schools LIS Coordinators  
SUC/LUC Registrars  
Private School Registrars  
Philippine Science High School Registrar

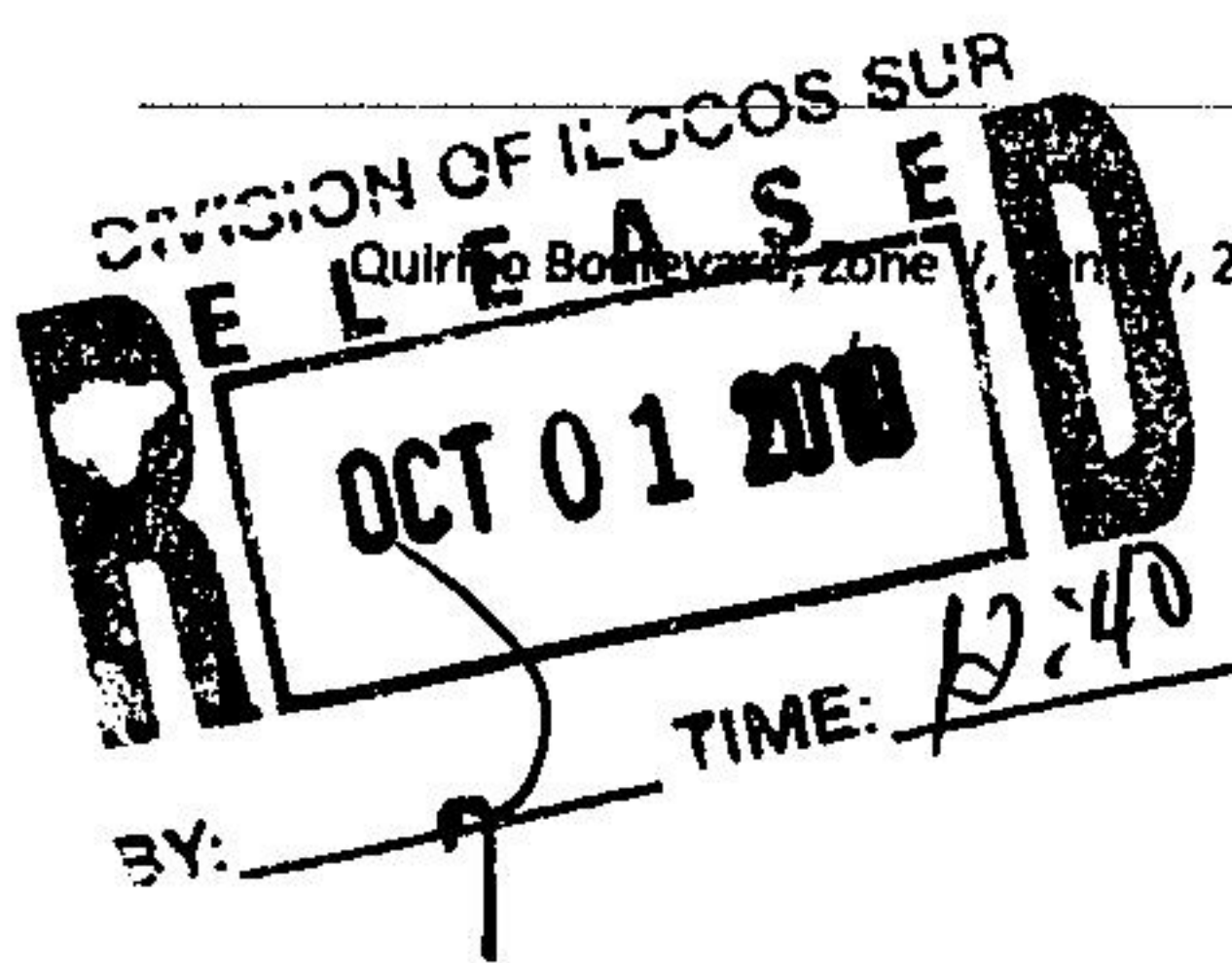
1. In preparation for the filling-up of the Basic Education Information System (BEIS), the Schools Division Office of Ilocos Sur through the Schools Governance and Operations Division – Planning and Research Section shall conduct a LIS Orientation LIS Coordinators and Registrars on **October 12, 2019**.
2. Venue of the Conference shall be announced in a separate memorandum after the conduct of procurement process pursuant to R.A. 9184.
3. The objectives of the said Orientation are the following:
  - a. To capacitate participants in filling-up the Basic Education Information System(BEIS);
  - b. To ensure the validity of data to be encoded in the BEIS;
4. Participants to the said Orientation are the following:

PARTICIPANTS		NO. OF PARTICIPANTS
Schools Division Superintendent	Program Lead	1
OIC- Office of the Assistant Schools Division Superintendent	Asst. Program Lead	1
Chief Education Supervisor, SGOD	Program Manager	1
Senior Education Program Specialist, PRS	Training Manager	1
Planning Officer III	Documenter	1
Senior Education Program Specialist, SMME	QATAME Associate	1
Senior Education Program Specialist, HRD	Documenter	1

DOCUMENT CODE: SDO-ILS-SGOD-PRS-QF-008

REVISION: 00

EFFECTIVITY DATE: 09-10-2018



Tel. No.: (077) 722-2055



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**"SMILE AND SERVE WITH A HAPPY HEART"**





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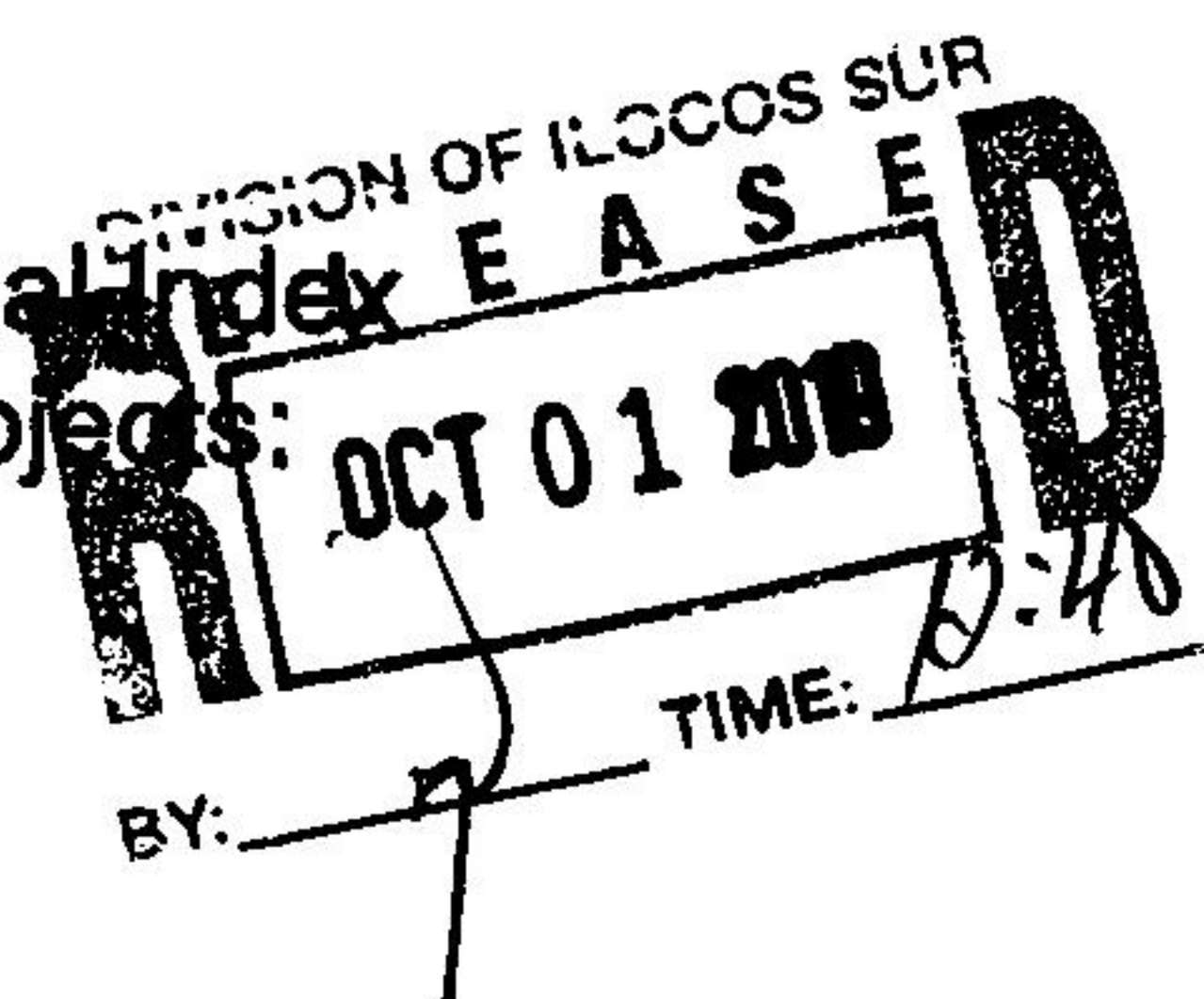
Nurses II	Welfare Officers	2
Project Development Officers I, SGOD	Secretariat	2
Public Elementary Schools District LIS Coordinators <ul style="list-style-type: none"><li>• 1 District LIS Coordinator</li><li>• 2 District Key Teachers/Advisers</li></ul>		84
Public Secondary Schools LIS Coordinators <ul style="list-style-type: none"><li>• 1 per JHS</li><li>• 1 per SHS</li></ul>		128
SUC/LUC Registrars		5
Private Schools Registrars		36
Philippine Science High School Registrar		1
<b>TOTAL</b>		<b>265</b>

- Meals, snacks, venue rental, supplies, materials and other related expenses are chargeable against PROGRAM SUPPORT FUND TO DIVISION OFFICES FOR THE IMPLEMENTATION OF BEIS & LIS ACTIVITIES FOR SY 2019-2020 – SUB-ARO ORDER NO. IS-ROI-19-0878 while transportation expenses of the participants shall be chargeable against the downloaded Maintenance and Other Operating Expenses (MOOE) funds, subject to the usual accounting, budgeting and auditing rules and regulations.
- One day service credit shall be granted to all the teacher-participants pursuant to DepEd Order No. 53, s. 2003 re: Updated Guidelines on Grant of Vacation Service Credits to Teachers, while Compensatory Overtime Off (COC) shall be granted to the participating school heads and SDO personnel as per CSC DBM Joint Circular No. 2, s. 2004 ;
- For information, guidance and attendance of all concerned.

**JORGE M. REINANTE, CSEE, CEO VI, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

LIS Orientation



DOCUMENT CODE: SDO-ILS-SGOD-PRS-QF-008

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Quirino Boulevard, Zone V, Bantay, 2727 Ilocos Sur



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Republic of the Philippines  
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**SCHOOLS DIVISION OF ILOCOS SUR**  
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**Learner Information System(LIS) Orientation**  
**September 30, 2019**  
**TRAINING MATRIX**

Time	Topics/Session	Person-in-charge
7:30-8:30 AM	Arrival and Registration of Participants	Secretariat/Documenter
8:30-9:30 AM	<b>Opening Program</b>	
	Philippine National Anthem	AVP
	Doxology	AVP
	Zumba Exercise	AVP
	Welcome Message	<b>Dr. Arnel C. Doctolero</b> OIC-Office of the Asst. Schools Division Superintendent
	Message	<b>Mr. Jorge M. Reinante, CSEE, CEO VI, CESO V</b> Schools Division Superintendent
	Statement of Purpose	<b>Dr. Philip John Gregory G. Aldos</b> Chief Education Supervisor, SGOD
	Presentation of Participants	
9:30-10:00 AM	<b>HEALTHBREAK</b>	
10:00-12:00 AM	Basic Operation on LIS and Open Forum	<b>Dr. Mark E. Manzano</b> Planning Officer III  <b>SANIATA M. PIANO</b> Senior Education Program Specialist
12:00NN-1:00PM	<b>HEALTHBREAK</b>	
1:00PM-1:05PM	<b>MOL</b>	
1:05PM-2:05PM	Orientation and Workshop on filling-out the GESP, GJSP and GSSP	<b>Jose Roy Burgos</b> LIS Coordinator, Sta. Maria NHS
2:05PM-3:05PM	Orientation and Workshop on filling-out the PSP and SUC/LUC Profile	<b>Jose Roy Burgos</b> LIS Coordinator, Sta. Maria NHS
3:05-3:35 PM	<b>HEALTHBREAK</b>	
3:35PM-4:35PM	Continuation of Workshop	
4:35-5:00	Closing Program Distribution of Certificates Phot op	
<b>SANIATA M. PIANO</b> Senior Education Program Specialist Master of Ceremonies		

Prepared by:

**SANIATA M. PIANO**  
Senior Education Program Specialist

Recommending Approval:

**DR. PHILIP JOHN GREGORY G. ALDOS**  
Chief Education Supervisor, SGOD

APPROVED:

**JORGE M. REINANTE, CSEE, CEO VI, CESO V**  
Schools Division Superintendent

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