



**MEMORANDUM**

**TO:** Asst. Schools Division Superintendent  
 Chief, SGOD  
 Chief, CID  
 Division Planning Coordinator  
 District Supervisors  
 District Statisticians (Elem, JHS, SHS)  
 District Registrars (Elem, JHS, SHS)  
 Division Planning and Research Section Personnel

**FROM:** Schools Division Superintendent

**SUBJECT:** SY 2017-2018 LIS and EBEIS UPDATES, ISSUES and CONCERNS

**DATE :** July 5, 2017

1. For the beginning of the SY 2017-2018, the Learner Information System should be strengthened with accuracy, complete content and on time submission.
2. Per observation, there are still schools who have not finalized the LIS on time resulting to difficulty in enrolling the pupils/students for the beginning of the school year.
3. To improve the process in the accomplishment of LIS and EBEIS, seminar-workshops will be conducted on the following schedules:

Congressional District	Date	Venue
First	July 12, 2017	Girl Scout Building
Second	July 13, 2017	Girl Scout Building
Third	July 18, 2017	Girl Scout Building

4. The objectives of the seminar-workshops are as follows:
  - a. To find and agree on solutions to arising issues and concerns in the accomplishment of LIS and EBEIS .
  - b. To present the LIS and EBEIS updates.
  - c. To enhance the data management of the schools, districts and division levels particularly the filing of hard and soft copies of documents.
  - d. To prepare the action plan of every district in cascading the seminar-workshop.
5. A registration fee of Two Hundred Fifty Pesos (Php 250.00)per participant shall be deducted directly from the School MOOE while that of the Implementing Units, the registration fees shall be collected by the Division Cashier's Section.
6. Expenses relative to this activity will be subject to the usual accounting and auditing rules and regulations.
7. For your information and guidance.

*for: [Signature]*

**SALUSTIANO T. JIMENEZ, CESO VI**  
 OIC, Office of the Asst. Regional Director, NIR  
 Concurrent OIC Office of the Schools Division Supt.

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05 JUL 2017