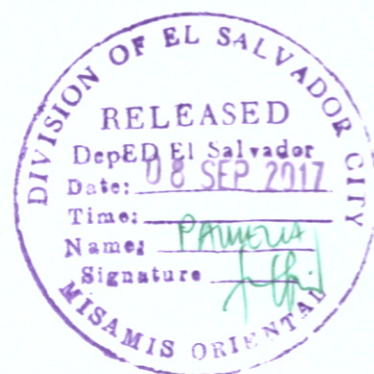


DIVISION MEMORANDUM  
No. 291 s. 2017

To: PUBLIC AND PRIVATE ELEMENTARY SCHOOL HEADS  
PUBLIC AND PRIVATE SECONDARY SCHOOL HEADS  
PUBLIC AND PRIVATE ELEMENTARY ICT COORDINATORS  
PUBLIC AND PRIVATE SECONDARY ICT COORDINATORS  
SHERRIE R. DUNOG  
KEVIN B. ASEQUIA  
HERMINIGILDO B. PANTIN JR.  
BALVE G. GRANIDO  
ROLLY B. LABIS  
FRITZIE C. SILLABE  
LORNA H. ESTROSAS  
NILO L. LOMONGO  
FELANIE MARIE A. LIM  
VANESSA PRORES L. TIAD



From: ALLAN G. FARNAZO, Ph.D., CESO IV  
Regional Director IV, Concurrent SDS

Subject: Orientation and Encoding of the Beginning of the School Year Data (BOSY 2017-2018) to the Learner Information System (LIS) and Updating of School Data in the Enhanced Basic Education Information System (E-BEIS).

Date: SEPTEMBER 8, 2017

1. In connection to the DepEd advisory signed by Usec. Jesus R. Mateo, released last June 22, 2017 and D.O 45 s., 2017 signed by Secretary Leonor M. Briones dated August 11, 2107, the field is hereby enjoined to attend in a two day LIS & EBEIS seminar-workshop for SY 2017-2018 on September 15-16, 2017 at Hotel Conchita, Cagayan de Oro City.
2. Further, the field is hereby informed that day 1 activities shall be set for both school heads and ICT coordinators. Day 2, however, shall be dedicated for data generation and management and that ICT coordinators only shall be required to stay overnight on September 15, 2017.
3. The ICT coordinators were encouraged to bring the following:
  - 3.1 Laptop
  - 3.2 Extension wire
  - 3.3 Internet connection device/s e.g modem/pocket Wi-Fi
  - 3.4 Accomplished soft and hard copies of the Government School Profile Template (Excel Form) signed by the school heads.
4. Travel and other allowable expenses of participants shall be charged against local funds subject to usual accounting and auditing rules and regulations.
5. Please see attached program and list of participants for your guidance and compliance.