



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**



Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

**DIVISION MEMORANDUM**

No. 286, s. 2019

**TO:** Rolly B. Labis, SGOD-Chief  
Kevin B. Asequia, Planning Officer, III  
Herminigildo B. Pantin Jr., Planning Officer, II  
Maricris P. Quismundo, SEPS-M&E  
Nilo L. Lomongo, EPS-M&E  
Vanessa Prores L. Tiad, Nurse  
Kenneth Angel B. Guillena  
Public and Private Elementary and Secondary School Heads and ICT  
Coordinator  
This Division

**From:** **JESNAR DEMS S. TORRES, Ph.D., CESE**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

**Subject:** Division Online Data Reporting Workshop in the Enhanced Basic  
Education Information System (E-BEIS) for School Year 2019-2020.

**Date:** October 30, 2019

1. Pursuant to Deped Order 27.s, 2019, **Guidelines on the Early Collection of Data/Information Requirements and Validation Process**, the field is hereby inform to attend the Division Online Data Reporting Workshop in the Enhanced Basic Education Information System (E-BEIS) for School Year 2019-2020 on November 9, 2019 from 8:00 AM to 5:00 PM at Country Village Hotel, Cagayan de Oro City.
2. The said workshop is deemed very important as it will serve as one of the basis by the central office in terms of resource allocation. Thus, the division office would like to ensure that data reporting will be accurate, reliable and fast. In this connection, attendance of the identified participant is required and last minute changes is highly discouraged. *(please see enclosure no. 1)*
3. Further, participants from the field are advised to observe the following details:
  - 3.1 This memorandum will serve as the Authority to Travel to all identified participants who will attend the said workshop;
  - 3.2 Each school is expected to bring one laptop, hard copy of the EBEIS report with rectified data and signed by the school head, extension cord and pocket wifi (optional);
  - 3.3 Service credit equivalent to one day shall be granted to all participants from the public schools (**D.O. No. 10. s, 2009**)
4. Immediate and wide dissemination of this memorandum is desired.





**Enclosure No. 1.List of Participants**

<b>NO</b>	<b>Name</b>	<b>Designation</b>	<b>Official Station</b>
1	CASTRO IAN KHAY	SCHOOL HEAD	AMOROS ES
2	ENERIO, MA. EDNELYN GRACE V.	SCHOOL ICT	AMOROS ES
3	NOB. MA. LOU LEAH	SCHOOL HEAD	BOLISONG ES
4	CAGALITAN, MARIA FAYE VANESSA C.	SCHOOL ICT	BOLISONG ES
5	PALASAN HELEN	SCHOOL HEAD	COGON ES
6	LIGNES FRANZELLE MAE	SCHOOL ICT	COGON ES
7	TORRES, MARIVIC	SCHOOL HEAD	COGON NHS
8	DAUG, MERCY MELINA M.	SCHOOL ICT-JHS	COGON NHS
9	FABRE DIANA ROSE	SCHOOL ICT- SHS	COGON NHS
10	UBAUB, MARIEL	SCHOOL HEAD	ECCS
11	OCO GILBERT	SCHOOL ICT	ECCS
12	NAMOC REBECCA	SCHOOL HEAD	ECNHS
13	SAN DIEGO MARIFLOR	SCHOOL ICT	ECNHS
14	SAGUING ROSE MARIE	SCHOOL HEAD	HIMAYA ES
15	PAGALAN BEBECHÉ	SCHOOL ICT	HIMAYA ES
16	PABALOT REGALAD	SCHOOL HEAD	HIMAYA NHS
17	VILLEGAS CARMILLE	SCHOOL ICT	HIMAYA NHS
18	RAMOS JESSICA MARIE	SCHOOL HEAD	HINIGDAAN ES
19	ABARQUEZ SHIELA	SCHOOL ICT	HINIGDAAN ES
20	SABELLANO RICHARD	SCHOOL HEAD	HINIGDAAN NHS
21	PABALOT LEIZL	SCHOOL ICT-JHS	HINIGDAAN NHS
22	PABOLOLOT JUDE	SCHOOL ICT - SHS	HINIGDAAN NHS
23	LIGUTOM MELANIE	SCHOOL HEAD	KALABAYLABAY ES
24	AKUT MA. LUISA	SCHOOL ICT	KALABAYLABAY ES
25	LABIS JOVEL	SCHOOL HEAD	KIBONBON ES
26	CLAUS MARY CRIS	SCHOOL ICT	KIBONBON ES
27	LINA BEJIGA	SCHOOL HEAD	MOLUGAN CS
28	FABRIA KENT	SCHOOL ICT	MOLUGAN CS
29	SONIA PAGAPULAAN	SCHOOL HEAD	MOLUGAN NHS
30	ALTUBAR AMOR	SCHOOL ICT-JHS	MOLUGAN NHS
31	BETE ICEL JANE	SCHOOL ICT - SHS	MOLUGAN NHS
32	PAGAYON ROGER	SCHOOL HEAD	PEDRO SA. BACULIO ES
33	ESTRADA GINNA	SCHOOL ICT	PEDRO SA. BACULIO ES
34	TRES REYES SAMMY	SCHOOL HEAD	SAMBULAWAN ES
35	ACOSTA FRANCES RHEANNA	SCHOOL ICT	SAMBULAWAN ES
36	BUMA-AT RAPHY	SCHOOL HEAD	SAMBULAWAN NHS
37	OCO JOEY	SCHOOL ICT	SAMBULAWAN NHS
38	ZIGGER VILLAHERMOSA	SCHOOL HEAD	SFDA ES
39	BERGADO IVY	SCHOOL ICT	SFDA ES
40	BENDEJO SALVADOR	SCHOOL HEAD	SFDA NHS
41	MAESTRE LEAH	SCHOOL ICT	SFDA NHS

**Steps to be accomplished:**

<b>Reviewed by</b>	<b>Date</b>	<b>Signature</b>
<b>Unit/Section Head</b>		
<b>HRD Section</b>		
<b>M&amp;E Section</b>		
<b>Budget Officer</b>		
<b>Accountant</b>		





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42	FABRIA ANALYN	SCHOOL HEAD	SINALOC ES
43	MADRIGAL MYLENE	SCHOOL ICT	SINALOC ES
44	CHUCHIE QUIRING	SCHOOL HEAD	SINALOC NHS
45	CALAPIZ MARISTEL	SCHOOL ICT	SINALOC NHS
46	OCON JACKELINE	SCHOOL HEAD	TAYTAY ES
47	FABULAR MYLA	SCHOOL ICT	TAYTAY ES
48	PAGAYON LETECIA	SCHOOL HEAD	ULALIMAN ES
49	GALARITTA CHASTILLE JADE	SCHOOL ICT	ULALIMAN ES
	<b>PRIVATE SCHOOLS</b>		
50	BARRETO RICHARD	SCHOOL HEAD	MIRACULOUS MEDAL ACADEMY
51	VILLADOR ALYN	SCHOOL ICT	MIRACULOUS MEDAL ACADEMY
52	LUCERO GRETHEL	SCHOOL HEAD	ST. JOSEPH ACADEMY
53	ORO MARJO MAY T.	SCHOOL ICT	ST. JOSEPH ACADEMY
54	DAYA ROSITA	SCHOOL HEAD	TNESC
55	ECONDULAN ALMA	SCHOOL ICT	TNESC
56	REAL KARL	SCHOOL HEAD	STELLULAE MARIAE
57	REAL KRISTINE JADE	SCHOOL ICT	STELLULAE MARIAE
	<b>DIVISION OFFICE</b>		
58	JESNAR DEMS S. TORRES	SCHOOLS DIVISION SUPERINTENDENT	DIVISION OFFICE
59	ROLLY B. LABIS	SGOD CHIEF	DIVISION OFFICE
60	KEVIN B. ASEQUIA	PLANNING OFFICER- III	DIVISION OFFICE
61	HERMINIGILDO B. PANTIN JR.	PLANNING OFFICER- II	DIVISION OFFICE
62	MARICRIS QUISMUNDO	SEPS-M&E	DIVISION OFFICE
63	NILO LOMONGO	EPS -M&E	DIVISION OFFICE
64	VANESSA PROPRES TIAD	NURSE-MEDICAL RESPONDER	DIVISION OFFICE
65	KENNETH ANGEL GUILLENA	SHS-REGISTRAR	DIVISION OFFICE

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