



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

March 22, 2022

DIVISION MEMORANDUM
No. 128, s. 2022

**COORDINATION MEETING ON LEARNER INFORMATION SYSTEM'S
HOUSEKEEPING FOR SY 2021-2022**

To: Assistant Schools Division Superintendent
SGOD Chief
Planning Officer III
Elementary and Secondary School Heads
Elementary and Secondary ICT Coordinators
This Division

1. The field is hereby informed that there will be a Coordination Meeting on Learner Information System's Housekeeping on March 24, 2022 from 8:00 AM to 12:00 NN at the Division Office's Conference Room. Participants of the said meeting includes the ICT coordinators of the 23 schools. Please see **Enclosure A** attached for the full list of participants.

2. The objectives of the said meeting include the following:

- 2.1. Identification of enrollment issues per school,
- 2.2. Discussion of measures/steps to resolve the identified enrollment issues (Review of different enrollment issues will be included), and
- 2.3. Provision of Technical Assistance for LIS account management.




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3. Further, schools with pending enrollment request approval are required to bring all the documentary requirements needed in case the soft copy of the said documents were not forwarded yet to the planning unit via email. Bringing of writing or noting materials are likewise encouraged for the said event
4. Lastly, this memorandum shall serve as the official locator slip in attending the event mentioned above
5. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. Immediate and wide dissemination of this memorandum is desired.


OLGA C. ALONSABE, PhD., CESO V
Schools Division Superintendent

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

KBA



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ENCLOSURE A. LIST OF PARTICIPANTS

NO.	SCHOOL	NO. OF PARTICIPANTS
1	AMOROS ELEMENTARY SCHOOL	1
2	BOLISONG ELEMENTARY SCHOOL	1
3	COGON ELEMENTARY SCHOOL	1
4	COGON NATIONAL HIGH SCHOOL	2
5	EL SALVADOR CITY CENTRAL SCHOOL	1
6	EL SALVADOR CITY NATIONAL HIGH SCHOOL	1
7	HIMAYA ELEMENTARY SCHOOL	1
8	HIMAYA NATIONAL HIGH SCHOOL	1
9	HINIGDAAN ELEMENTARY SCHOOL	1
10	HINIGDAAN NATIONAL HIGH SCHOOL	2
11	KIBONBON ELEMENTARY SCHOOL	1
12	KALABAYLABAY INTEGRATED SCHOOL	1
13	MOLUGAN CENTRAL SCHOOL	1
14	MOLUGAN NATIONAL HIGH SCHOOL	2
15	PEDRO SA. BACULIO ELEMENTARY SCHOOL	1
16	SAMBULAWAN ELEMENTARY SCHOOL	1
17	SAMBULAWAN NATIONAL HIGH SCHOOL	1
18	SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL	1
19	SAN FRANCISCO DE ASIS NAT'L HIGH SCHOOL	1
20	SINALOC ELEMENTARY SCHOOL	1
21	SINALOC NATIONAL HIGH SCHOOL	1
22	TAYTAY ELEMENTARY SCHOOL	1
23	ULALIMAN ELEMENTARY SCHOOL	1
24	PLANNING OFFICER III	1
25	SGOD CHIEF	1
26	MEDICAL RESPONDER	1
27	TWG	1
TOTAL		30



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