



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

Office of the Schools Division Superintendent

December 11, 2023

DIVISION MEMORANDUM

No. 538, s. 2023

**CONDUCT OF COORDINATION MEETING WITH SCHOOL ICT COORDINATORS**

To: Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
School ICT Coordinators  
Elementary and Secondary School Heads  
All Others Concerned  
**This Division**

1. In line with the provision of **Deped Order No. 3 s. 2018** re: **Basic Education Enrollment Policy** mandating all educational institutions, whether public or private, offering basic education shall ensure that they have updated school profiles and other data elements in the EBEIS, and all learners enrolled in school are registered and have updated in the LIS, this is to inform the field that there will be a conduct of coordination meeting for all ICT 1 Coordinators on December 12, 2023 from 8:00 AM to 5:00 PM at the Diamond Building Conference Room.
2. All participants are advised to bring their laptops, extension wires, internet connectivity devices, and related materials. Please see **Enclosure 1**. This memorandum shall also as the Authority to Travel for all the identified participants.
3. Lastly, before the actual coordination meeting, all school ICT Coordinators are directed to do the following:
  - 3.1. Accomplish the data on the detailed enrollment analysis template through <https://tinyurl.com/355b8ypz>.
  - 3.2. Approved all pending transfer out requests in the Learner Information System (LIS)
  - 3.3. Deposit all required documents such as **SF9, 10, and Birth Certificate** to the link <https://tinyurl.com/v8sxdu6d> and through the sheet "LIS for






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Action” for the approval of pending enrollment request or request for the resolution of enrollment issues that only the Central Office can resolve.

4. 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 account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

4. Immediate and wide dissemination of this memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

MEETING  
SCHOOLS

*KBA-Planning unit*



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*Transforming Schools,  
Forging Partners*





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**ENCLOSURE 1. LIST OF PARTICIPANTS**

No.	Name	Designation	Official Station
1	RANDOLPH B. TORTOLA	SCHOOLS DIVISIONS SUPERINTENDENT	DIVISION OFFICE
2	CONNIEBEL C. NISTAL	ASST. SCHOOLS DIVISION SUPERINTENDENT	DIVISION OFFICE
3	ROLLY B. LABIS	SGOD CHIEF	DIVISION OFFICE
4	KEVIN B. ASEQUIA	PLANNING OFFICER III	DIVISION OFFICE
5	MANABAT, EUGENIE FAY M	SCHOOL ICT COORDINATOR	AMOROS ES
6	CALURASAN, SARAH MAE F	SCHOOL ICT COORDINATOR	BADIANGON ES
7	CAGALITAN, MARIA FAYE VANESSA C.	SCHOOL ICT COORDINATOR	BOLISONG ES
8	NOB, JENNIFER R.	SCHOOL ICT COORDINATOR	COGON ES
9	ORANIO, SHERWIN D.	SCHOOL ICT COORDINATOR	COGON NHS-JHS
10	DURAN LIZA MAY	SCHOOL ICT COORDINATOR	COGON NHS-SHS
11	PIMENTEL HEIDE MAE A.	SCHOOL ICT COORDINATOR	EL SALVADOR CITY CS
12	SAN DIEGO MARIFLOR L.	SCHOOL ICT COORDINATOR	EL SALVADOR CITY NHS
13	BASPIN, QUIMBERLY G	SCHOOL ICT COORDINATOR	EL SALVADOR CITY NHS
14	SOCOBOS, FLORIE JOY T.	SCHOOL ICT COORDINATOR	HIMAYA ES
15	MALAZARTE, ROWENA P.	SCHOOL ICT COORDINATOR	HIMAYA NHS
16	ABARQUEZ, SHEILA G.	SCHOOL ICT COORDINATOR	HINIGDAAN ES
17	PABOLOLOT, LEIZL S.	SCHOOL ICT COORDINATOR	HINIGDAAN NHS-JHS
18	REBOSURA, MARICEL B.	SCHOOL ICT COORDINATOR	HINIGDAAN NHS-JHS
19	AKUT MA. LUISA C.	SCHOOL ICT COORDINATOR	KALABAYLABAY IS
20	CLAUS, MARY CRIS P.	SCHOOL ICT COORDINATOR	KIBONBON ES
21	ACOSTA, FRANCES RIANNA M.	SCHOOL ICT COORDINATOR	MOLUGAN CS
22	MAGHUYOP, JACQUELINE C.	SCHOOL ICT COORDINATOR	MOLUGAN NHS
23	GEÑOSO, SAMANTHA ELLIS M.	SCHOOL ICT COORDINATOR	MOLUGAN-NHS
24	MAESTRE, CRISTINE G.	SCHOOL ICT COORDINATOR	PEDRO SA. BACULIO ES
25	PALER, MARIFE C.	SCHOOL ICT COORDINATOR	SAMBULAWAN ES
26	DUMALAG, FRANCIS L.	SCHOOL ICT COORDINATOR	SAMBULAWAN NHS
27	TORAYNO, RACHEL ANN M.	SCHOOL ICT COORDINATOR	SAN FRANCISCO DE ASIS ES
28	LABIANO, RACHELLE Q.	SCHOOL ICT COORDINATOR	SAN FRANCISCO DE ASIS NHS
29	VILLAREAL MAUREEN GRACE V.	SCHOOL ICT COORDINATOR	SINALOC ES
30	MORALES, NORALIE B.	SCHOOL ICT COORDINATOR	SINALOC NHS
31	FABULAR RUTH MYLA G.	SCHOOL ICT COORDINATOR	TAYTAY ES
32	QUILAB, HELBERT N.	SCHOOL ICT COORDINATOR	ULALIMAN ES
33	JAMES WORREN P. CLARABAL	ADMIN AIDE/TWG	DIVISION OFFICE

