



**DIVISION OF MISAMIS ORIENTAL**

Cagayan de Oro City

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**DIVISION MEMORANDUM**

No. 109

May 6, 2014

To:

District/School	Name of Participants	
	School Head/EBEIS Coordinator	ICT/LIS Coordinator
1. Alubijid	Liza G. Akut	Nieve Irene V. Ares
2. Balingasag North	Nieva E. Bitonga	Maureen S. Cagape
3. Balingasag South	Adelina C. Japona	Edmund Maaliao
4. Claveria I	Titus R. Cruz	Howard Stanley Sitoy
5. Claveria II	Lea Pacturan	Haidee F. Monsanto
6. Initao	Walter S. Galarroza	Mark Joseph C. Jimenez
7. Jasaan	Necifora Cainoy	Christopher Perez
8. Kinoguitan	Rico Gallo	Flordeliz Talipan
9. Lagonglong	Editha V. Dahilan	Garlandino Galaring
10. Laguindingan	Kathleen Pairat	Paul Carl O. Caña
11. Libertad	Erma R. Roxas	Kristine Almeñana
12. Lugait	Mernanita S. Rivera	Rommel Andrico
13. Magsaysay I	Richelle Aceron	Virgel Ratilla
14. Magsaysay II	Ceriaco Bagnol	Haydee M. Salon
15. Manticao	Feliza T. Genovia	Michael Benedict Emperador
16. Medina	Victor Ipanag	Rodrigo Abe-abe
17. Naawan	Maricel A. Dulay	Hazel S. Tequillo
18. Opol	Delia Baulio	Janice S. Resurrecion
19. Salay	Jeffrey M. Zambrano	Gemma Tagarda
20. Sugbongcogon	Iva Salacinas	Rhee Alejandrino
21. Tagoloan	Noel S. Rivera	Evelyn S. Escalera
22. Talisayan	Justiniano Abueva	Ryan John B. Libago
23. Villanueva	Godofredo O. Berondo	Ma. Ana Ello
24. MOGCHS	Gerry P. Madrid	Naildred A. Suan

Subject: Training of Trainers (ToT) on Enhanced Basic Education Information System (EBEIS) Data Gathering for End of SY 2013-2014

To ensure prompt, complete and accurate filling-up and encoding of the EBEIS data gathering forms per DepEd Order No. 23., s.2014, a Training of Trainers (ToT) on Enhanced Basic Education Information System (EBEIS) Data Gathering shall be conducted on May 12, 2014 at 8:00am in the Division Conference Hall.

The participants are advised to bring the following:

1. Form 3 - June 2013 & March 2014
2. SF 5 SY 2013-2014
3. SF 6 SY 2013-2014
4. Year End Performance Indicators SY 2013-2014
5. Inventory of School Furniture – Armchairs, Desks and Tables as of March 31, 2014
6. Inventory on School Building as of March 31, 2014
7. EBEIS School Profile End of School Year (EOSY) Draft Copy as of March 2013
8. Class Program SY 2013-2014
9. Teaching Load & Specialization Survey (secondary schools only)
10. Personnel Profile as of March 31, 2014 or Latest Plantilla
11. Inspection Report from municipal building official/municipal engineer on condemned/condemnable classrooms

All ICT/LIS coordinators are advised to bring fully charged laptop, broadband stick/wifi modem and extension wire during the orientation.

Travelling expense shall be charged to local funds subject to the usual accounting and auditing policies, rules and regulations.

For compliance.

**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent