



Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

MEMORANDUM

No. 565, s. 2018

TO : Public Schools District Supervisors
School Heads/Schools In-Charge
School ICT Coordinators
Public and Private Elementary, Junior and Senior High Schools
(including HEIs, SUCs and LUCs)
Division Personnel
This Division

FROM : 
RANDOLPH B. TORTOLA
Schools Division Superintendent

SUBJECT : **ORIENTATION ON DATA MANAGEMENT AND INFORMATION REQUIREMENTS FOR ICT COORDINATORS CUM WORKSHOP ON DATA VALIDATION AND ENCODING OF EBEIS SCHOOL PROFILE FOR BEGINNING OF SCHOOL YEAR 2018-2019**

DATE : September 21, 2018

1. In relation to Division Memorandum 394, s. 2018, re: Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School year 2018-2019 in the Learner Information System and Enhanced Basic Education Information System, this Office shall conduct **Orientation on Data Management and Information Requirements for ICT Coordinators Cum Data Validation and Encoding of EBEIS School Profile for Beginning of School Year 2018-2019**.
2. The participants to this workshop are ICT/EBEIS Coordinators of all Public and Private Elementary, Junior and Senior High Schools (including HEIs, LUCs and SUCs) following the schedule below, to wit:

Date	Batch	Participants	Total No. of Pax	Venue
October 22, 2018	1	Elementary Schools from Opol to Lugait Districts	123	TBA
October 23, 2018	2	Elementary Schools from Tagoloan to Lagonglong including Claveria I & II Districts	122	TBA
October 24, 2018	3	Elementary Schools from Salay to Magsaysay Districts	123	TBA
October 25, 2018	4	Junior and Senior High Schools (excluding IS)	76	TBA
October 26, 2018	5	Private ES, JHS, SHS Schools Administrators	98	TBA

3. As a requirement, all participants must bring the **accomplished accurate and complete EBEIS School Profile for BOSY 2018-2019** signed by the school head/school in-charge.
4. Participants must also bring the following:
 - ✓ supporting documents for EBEIS Data
 - ✓ fully charged laptop
 - ✓ mobile internet broadband
 - ✓ extension wire
 - ✓ calculator
5. Participants from Magsaysay I and II Districts may claim per diem of Eight Hundred Pesos (P800.00) to cover the expenses for one (1) day prior to the workshop schedule.
6. Travelling expenses and other expenses incurred by the participants relative to this orientation shall be charged against School MOOE and other school funds subject to the usual auditing rules and regulations.
7. Registration fee of **Three Hundred Fifty Pesos (P350.00)** per participant shall be collected from **Private ES, JHS and SHS (including HEIs, SUCs and LUCs) participants**.
8. Participants are expected to come on time. The opening program will start at 8:00 o'clock in the morning. Only lunch and snacks will be served.
9. Enclosed is the list of facilitators/speakers during the orientation and workshop.
10. Strict compliance of this Memorandum is enjoined.

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Enclosure to Division Memorandum No. _____, s.2018

LIST OF FACILITATORS/SPEAKERS

No.	Name	Position
1	Edwin L. Gamorot	Planning Officer III
2	Lindo M. Cayadong	SEPS in Planning & Research
3	Gerry P. Madrid	EPS II in Monitoring & Evaluation
4	Cirilo K. Rubiato	PDO in DRRM
5	Mila A. Janubas	Agriculturist II/DEMO
6	Kim Eric Lubguban	PDO