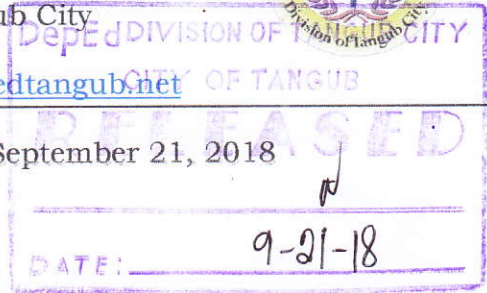




Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF TANGUB CITY

Ancito Siete St., Mantic, Tangub City
 Telefax: (088) 395 3372

tangub.city@deped.gov.ph / www.depedtangub.net



September 21, 2018

DIVISION MEMORANDUM
 No. 248 , s. 2018

**ORIENTATION OF SCHOOL HEADS ON THE GUIDELINES ON THE
 COLLECTION OF DATA/INFORMATION REQUIREMENTS FOR THE BEGINNING
 OF SCHOOL YEAR 2018-2019 IN THE LEARNER INFORMATION SYSTEM AND
 ENHANCED BASIC EDUCATION INFORMATION SYSTEM**

To: **District Coordinating Principals**
Principals/SHS Assistant Principals/Head Teachers
Teaching and Non-Teaching Personnel
Public Elementary and Secondary Schools
School System Administrators
Public and Private
This Division

1. The Department of Education (DepED) issues Policy Guidelines on the Collection of Data/Information Requirements for the Beginning of School Year (SY) 2018-2019 in the Learner Information System and Enhanced Basic Education through DepEd Order No. 032, s. 2018.
2. To generate uniform understanding on the different data/information requirements, the Office, through the Research and Planning Section of SGOD, will conduct an orientation on the following schedules:

Date	Participants	Venue	Time
October 2, 2018	Private School Heads and System Administrators	Division Conference Hall	8:00 AM – 4:00 PM
October 3, 2018	Public System Administrators (Elem & Sec)	Division Conference Hall	8:00 AM – 4:00 PM
October 4, 2018	Public School Heads (Elem and Sec)	Division Conference Hall	8:00 AM – 4:00 PM

3. This activity aims to orient the users of the following:
 - a. Matrix of accountability of every user group;
 - b. System data requirements for the SY 2018-2019
 - c. Definition of each data requirements for unified understanding of each data element;
 - d. Navigating through the online system.

4. Lunch, snacks, internet expenses, communication expenses, electricity/venue rental, supplies and materials and other expenses incurred in the implementation of EBEIS activities for this School Year are charged against Support Fund to EBEIS/LIS and Other Planning Activities with Sub-ARO OSEC-10-18-5253, as appropriate and as authorized, subject to existing accounting and auditing rules and regulations.
5. Wide dissemination of and strict compliance with this Memorandum is directed.

Jr: Atleziho
JEAN G. VELOSO

Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

Reference: as stated

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

BASIC EDUCATION
DATA
FORMS
LEARNERS
POLICY
PROGRAMS
REQUIREMENTS