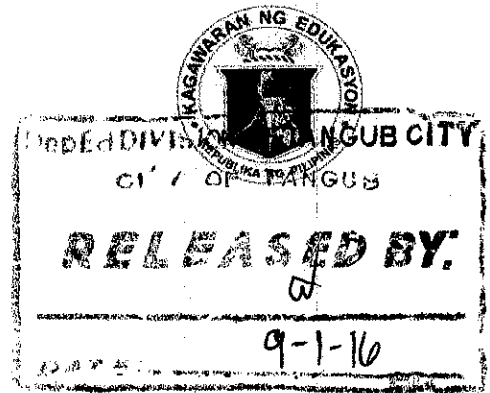




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 Department of Education
 Region X
 DIVISION OF TANGUB CITY
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Division Memorandum
 No. 170, s. 2016

**To: Public School Heads and Teachers-In-Charge
 Private School Heads
 This Division**

From: VICTORIA V. GAZO, Ph.D., CESO V
 Schools Division Superintendent

Subject: Urgent Workshop to Resolve 2016 LIS-Beginning of the School Year (BOSY) Issues

Date: September 1, 2016

1. Learner Information System (LIS) is the only authoritative source of learner's information of the Department of Education. Thus, data encoded in the system must be correct and updated.
2. Since the deadline of LIS encoding and updating is moved to September 18, 2016, the School Governance and Operations Division, thru the Division Planning Officer, will conduct an **Urgent Workshop to Resolve 2016 LIS-Beginning of the School Year (BOSY) Issues on September 2, 2016 at Bukznet Café (in front of GADTC), Maloro, Tangub City**, by district on the following schedules:

<i>District</i>	<i>Time</i>	<i>No. of Participants</i>
North District <i>(including secondary schools)</i>	8:00 AM - 10:00 AM	16
Central District <i>(including secondary schools)</i>	10:00 AM - 12:00 NN	15
South District <i>(including secondary schools)</i>	1:00 PM - 3:00 PM	13
Southwest District <i>(including secondary schools)</i>	3:00 PM - 5:00 PM	21
Private Schools	Anytime	6

3. Participants is EITHER **School Head** or **LIS/EBEIS System Administrator** or **Teacher who is LIS/EBEIS-literate**. He/she must consolidate the issues encountered in his/her school in updating the LIS and bring necessary documents to the workshop to resolve the issue(s). Please follow "one school, one participant policy".
4. Participants from Private Schools can come anytime during the day to refer their issues.
5. Computer rental, lunch of the facilitators and other incidental expenses are charged to LIS/EBEIS Funds subject to usual accounting and auditing rules and regulations.
6. For immediate and wide dissemination.