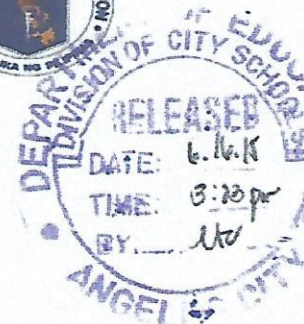




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



June 16, 2015

Division Memorandum
No. 109, S. 2015

**DATA MANAGEMENT INFORMATION TECHNOLOGY and eCLASS RECORD
ORIENTATION WORKSHOP FOR SY 2015-2016**

To: Heads, Public Elementary and Secondary Schools
School ICT Coordinators
ALS Coordinators

1. The Division Management Information Technology and eClass Record Orientation Workshop for SY 2015-2016 will be conducted at the Angeles City Science High School, Lourdes Sur Angeles City.

2. The dates and time for the said workshop will be:

Date	District
June 22, 2015 – 7:30 a.m.	West District
June 22, 2015 – 1:00 p.m.	South District
June 23, 2015 – 7:30 a.m.	North District
June 23, 2015 – 1:00 p.m.	East District
June 24, 2015 – 7:30 a.m.	Secondary and ALS

3. The following school personnel are required to attend the orientation workshop:
Small schools (with less than 500 enrolment) - School Head and ICT Coordinator
Big schools (with 500 or more enrolment) - School Head, ICT Coordinator and 1 Teacher (Grade Level Chairman)
4. Participants are required to bring official class list for the current school year.
5. The objectives of the orientation workshop are:
- Explain the processes and guidelines in using the EBEIS and LIS for registering, enrolling and updating learners profile;
 - Capacitate, clarify and strengthen the roles and responsibilities of the school heads, ICT coordinators, ALS Facilitators and teachers in the implementation of the project.
 - To provide technical assistance in the use of electronic class record; and
 - Gather feedback on the current use of the information system and technology in schools.
6. Immediate dissemination of this memorandum is desired.

NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent