



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City

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**RELEASED**

December 2, 2016  
DEC 02 / 2016

**DIVISION MEMORANDUM**  
No. 420, s. 2016

By \_\_\_\_\_  
DepED Angeles City  
Division of City Schools

**DIVISION ORIENTATION WORKSHOP ON THE ENCODING OF SENIOR HIGH SCHOOL ENROLMENT FOR SECOND SEMESTER IN THE LEARNER INFORMATION SYSTEM(LIS) FOR SY 2016-2017 AND PROVIDE TECHNICAL ASSISTANCE IN USING ELECTRONIC CLASS RECORD AND FORM 137 FOR SENIOR HIGH SCHOOL**

To: **School Heads, both Public and Private Senior High School**

1. Pursuant to DepEd Order No.70 series of 2016 entitled **GUIDELINES ON THE ENCODING OF SENIOR HIGH SCHOOL ENROLMENT FOR SECOND SEMESTER IN THE LEARNER INFORMATION SYSTEM (LIS) FOR SCHOOL YEAR 2016-2017**, Division Office through the Planning Officer, shall conduct an orientation workshop on December 9, 2016, 8:30am – 5:00pm.

2. This activity aims to:

- a. Provide and extend technical assistance to all public and private Senior High Schools
- b. Establish systematic data collection
- c. Obtain accurate and relevant education statistics, particularly on the implementation of Senior High School

3. Participants and schedule of this Division Orientation Workshop are the following:

Date	Participants
December 9, 2016, 8:30am-12nn	Public Registrar & SHS LIS Coordinators
December 9, 2016, 1:30pm-5pm	Private Registrar & SHS LIS Coordinators

4. All participants are required to bring following:

- ✓ Laptop
- ✓ Pocket Wi-Fi
- ✓ List and status of first semester enrollees
- ✓ List/profiles of second semester enrollees

5. A Registration fee of One Hundred Pesos (P100.00) will be collected from each of the participants for their snacks which shall be charged against the school canteen funds subject to the usual accounting and auditing rules.

6. Immediate dissemination of this Memorandum is desired.

**LEILANI S. CUNANAN, CESO VI**  
Officer-In-Charge

Office of the Schools Division Superintendent