



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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DepEd Angeles City
Division of City Schools
30,2018

DIVISION MEMORANDUM
No. 368, s. 2018

**DIVISION WORKSHOP ON DATA MANAGEMENT INFORMATION SYSTEM
SCHOOL YEAR 2018-2019**

To: Public Schools Heads

- 1 The Department of Education (DepEd), Angeles City has been facilitating an annual collection of data on basic education statistics, and encoding of learners' profile in all public and private schools, SUCs/LUCs offering basic education, and learning centers through the information systems (LIS and EBEIS), to ensure the accessibility and availability of the data and information collected for effective and efficient usage in the planning and budgeting particularly in the allocation of resources and setting of operation targets.
- 2 In this regard, the Planning & Research Unit will conduct Division Workshop on Data Management Information System on September 6 – 7, 2018, 8:00 am at Lohas Hotel Clark
- 3 This activity aims to:
 - a. Provide all schools technical assistance in the conduct of the data collection and online registration of learners through the LIS and EBEIS respectively;
 - b. Orient the participants on the data requirements for SY 2018-2019
 - Government Elementary School Profile (GESP)
 - Government Junior High School Profile (GJSP)
 - Government Senior High School Profile (GSSP)
 - c. Address all the issues and requests for data corrections;
 - d. Ensure 100% encoding of all learners before the cut-off date to provide accurate and complete data and information to the different stakeholders for policy formulation.
 - e. Review the Policy on New Schools Forms (DO 58), Transfer of Permanent Records (DO 54)
 - f. Present the Key Performance Indicators (Definition and Formula)
4. Participants are the School Heads and LIS Coordinators (1 per school)
5. All participants are required to bring following:
 - ✓ Laptop
 - ✓ School Inventory
 - ✓ Schools Data
6. Attached is the Training Matrix (Enclosure No. 1)
7. Expenses relative to the conduct of this Division Workshop shall be charged to EBEIS Funds for LIS Coordinators and School MOOE Funds for School Heads.
8. Immediate dissemination of this Memorandum is desired.


LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent

DIVISION WORKSHOP ON DATA MANAGEMENT INFORMATION SYSTEM

DATE/TIME	September 6, 2018 (Thursday)
8:00 - 8:30 am	Registration
8:30 - 9:00 am	Opening Program Philippine National Anthem – Sfase Walterjes Calma Prayer - Emelita Gomez Attendance Check - Arcely G. Garcia Welcome Remarks - Lyn V. Lansangan Inspirational Message - Leilani S. Cunanan, CESO VI SDS
9:30 - 10:30	Policy on New School Forms (DO 58), Transfer of Permanent Records (DO 54), Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program
10:30 - 10:45 am	Health Break
10:45 - 12: 00 nn	LIS Kumustahan
12:00 - 1:00 pm	Lunch Break/ Check in
1:00 - 2:30 pm	Orientation on EBEIS Forms (GESP, GJHS, GSSF)
2:30 - 5:00 pm	Workshop Proper

DATE/TIME	September 7, 2018 (Friday)
6:30 - 8:00 am	Breakfast
8:00 - 8:15am	Management of Learning – Arcely Garcia
8:15 - 9:15am	Key Performance Indicators (Definition and Formula)
9:15 - 9:30 am	Health Break
9:30 - 12:00 nn	Workshop (Actual Computation of School PIs)
12:00 - 1:00 pm	Lunch
1:00 - 2:00 pm	Presentation of Output
2:00 - 3:00 pm	Awarding of Certificate
3:00 pm	Home sweet home