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|  | Department of Education<br>Region III<br><b>DIVISION OF CITY SCHOOLS</b><br>Angeles City<br>Jesus Street, Pulungbulu, Angeles City |  | Document Code: SDO-QF-OSDS-SDS-003<br><br>Revision: 00<br><br>Effectivity date: 10/31/2018 |
|   | <b>DIVISION MEMORANDUM</b>   |  | Name of Office: <b>OSDS-SDS</b>  |

RELEASED

September 16, 2019

SEP 17 2019


**DIVISION MEMORANDUM**  
 No. 343 S. 2019

By   
 DepEd Angeles City  
 Division of City Schools

**DIVISION ORIENTATION OF PRIVATE SCHOOLS ON THE POLICY GUIDELINES ON THE COLLECTION OF DATA REQUIREMENTS FOR BEGINNING OF S.Y. 2019-2020 IN THE BEIS AND LIS**

**To: Private School Administrators**

1. The Department of Education (DepEd) Division of Angeles City, through the Planning & Research Unit, will conduct a Division Orientation on the Policy Guidelines on the Collection of Data Requirements for Beginning of S.Y. 2019-2020 in the BEIS and LIS among Private Schools on September 20, 2019 (Friday), from 8:00 a.m. to 5:00 p.m. at Living Stone International School, Pulung Maragul, Angeles City.
2. The division orientation aims to:
  - a. provide guidance to all schools in the conduct of the data collection requirements and online registration learners through the BEIS and LIS respectively;
  - b. introduce additional and updated data gathering forms designed for uploading data processing using the BEIS;
  - c. update the schools regarding the LIS helpdesk process;
  - d. address all the issues and requests for data corrections; and
  - e. ensures 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.
3. Participants are the LIS Coordinators (1 per school).
4. Participants are required to register online on or before September 19, 2019 (Thursday) using the link <http://bit.do/EBEIS-2019>. For further inquiry, please contact **Mrs. Liana Canlas**, ACAPS Secretary at **0918-922-11-57**.
5. An amount of Php 500.00 shall be collected from each participant to cover their food and materials.
6. Immediate and wide dissemination of the contents of this Memorandum is highly enjoined.

  
**LEILANI S. CUNANAN, CESO V**  
 Schools Division Superintendent

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