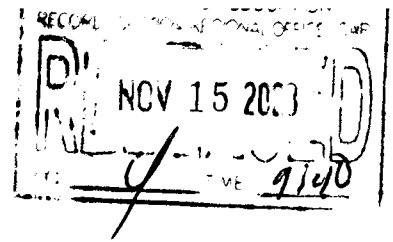




Republic of the Philippines
Department of Education
Cordillera Administrative Region



November 13, 2023

REGIONAL MEMORANDUM

No. 688 s. 2023

**TRAINING AND ORIENTATION ON THE LIS, BEIS AND
OTHER INFORMATION SYSTEMS FOR AO II**

To: Assistant Regional Director
Schools Division Superintendent/ OIC
Assistant Schools Division Superintendent/ OIC
Regional Office Chiefs/ OIC
All Other Concerned

1. To establish accurate and reliable registries of learners and schools which will ensure availability of data and information needed for planning and budgeting, allocation of resources and setting operational targets to provide access to compete quality basic education, the Department of Education (DepEd) is implementing the Enhanced Basic Education Information System (EBEIS) and Learner Information System (LIS), thru DepEd Order Nos.13 and 42, s. 2014 19, s. 2015 and 26, S. 2015.
2. To further strengthen the utilization of the established systems, this office, thru the Policy, Planning and Research Division, shall conduct a training on the utilization of the LIS, BEIS, and other information systems for SDO and Administrative Officer II (AO II) on November 28-30, 2023, at the NEAPR Hall, DepEd CAR, Wangal, La Trinidad, Benguet.
3. Board and lodging, meals and snacks shall be charged against downloaded Program Support Fund for LIS/EBEIS while travel other incidental expenses of SDO and School participants shall be charged against their local funds subject to the existing budgeting, procurement, accounting, auditing rules and regulations. First meal will be breakfast on November 28, Day 1 and last meal will be PM snack of November 30, Day 3.
4. All participants from the field shall register through this link: https://bit.ly/SDO_LIS2023 , on or before November 22, 2023.
5. For information, guidance, and compliance of all concerned.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

PPRD/CDB/mlp



List of Participants – LIS/EBEIS Training

NO	NAME	GENDER	POSITION/ DESIGNATION	DIVISION/OFFICE
	Estela P. Leon-Cariño	F	RD	ORD
	Ronald B. Castillo	M	ARD	OARD
1.	Meldy Damian	F	PO III	SDO Abra
2.	Geraldine Pelobello	F	PO III	SDO Apayao
3.	Olivia Gomez	F	PO III	SDO Baguio City
4.	Jeanette Kiong	F	PO III	SDO Benguet
5.	Margie Nginit	F	PO III	SDO Ifugao
6.	Estrelita Lacuesta	F	PO III	SDO Kalinga
7.	Jasmin Angela Calngan	F	PO III	SDO Mountain Province
8.	Efren Danag	M	PO III	SDO Tabuk City
9.	Clemente D. Bandao		EPS-OIC	PPRD
10.	Rushel Minong		ADAS I	PPRD
11.	Janet M. Ambucay		PO III	PPRD
12.	Melandro L. Payang		Stat I	PPRD
SDO and School Participants		Number of slots		
13-15	ABRA	3		To be identified by the SDO
16-17	APAYAO	2		
18-19	BAGUIO CITY	2		
20-23	BENGUET	4		
24-26	IFUGAO	3		
27-29	KALINGA	3		
30-32	MOUNTAIN PROVINCE	3		
33-34	TABUK CITY	2		

**INDICATIVE MATRIX OF ACTIVITIES
TRAINING AND ORIENTATION OF AO II ON THE LIS-EBEIS
November 28--30, 2023**

Day/Time	Topic/Activity	Person Responsible
5:00 PM Onwards	Check in of participants	All Participants
6:30 AM – 7:45 AM	Breakfast (First Meal)	All Participants
8:00 AM – 8:30 AM	Registration	Secretariat
8:30 AM – 9:00 AM	Opening Program	Training Team
	Pambansang Awit	Audio-visual presentation
	Prayer	
	DepEd Quality Policy Statement	
	Presentation of Participants	
	Statement of Purpose	Clemente D. Bandao Jr. OIC Chief , PPRD
	Message	Estela P. Leon-Cariño EdD, CESO III Regional Director
9:00 AM – 10:00 AM	Introduction to the Information Systems	Efren Y. Danag Planning Officer III SDO Tabuk City
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 PM	User Accounts Management	Jumar B. Yago-an ITO
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Accessing and Generating Data from the Learner Information Systems (LIS)	Jasmin Angela A. Calngan Planning Officer III SDO Mt. Province
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 5:15 PM	Activity 1 - LIS	All Participants
8:00 AM – 8:30 AM	MOL	Assigned Participants
8:30 AM – 10:00 AM	Accessing and Generating Data from the Enhanced Basic Education Information System (eBEIS)	Jeanette Kiong/Margie N. Ngikit Planning Officer III SDO Benguet/Ifugao
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 PM	Activity 2 - eBEIS	All Participants
12:00 PM – 1:00 PM	Lunch Break	