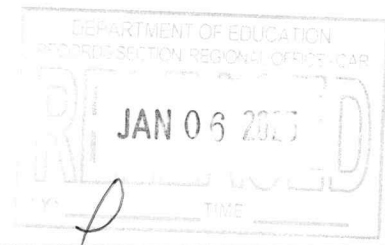




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



January 03, 2025

REGIONAL MEMORANDUM

NO. 005.2025

**CONDUCT OF YEAR-END PROGRAM IMPLEMENTATION REVIEW (PIR) ON
LIS, EBEIS, AND OTHER DATA MANAGEMENT INFORMATION
SYSTEMS FOR SY 2024-2025**

To: Assistant Regional Director
Schools Division Superintendents
SGOD Chiefs
Planning Officers
All Others Concerned

1. The Policy, Planning, and Research Division (PPRD) will conduct the Year-end PIR on LIS, EBEIS, and other data management information systems for SY 2024-2025 on January 13-17, 2025 at Bella Vista Resort, Naguillan, La Union.
2. Generally, the PIR will serve as a venue to echo the updates from the PIRs conducted by the Planning Service-Education Management Information System Division (PS-EMISD), and specifically aims to achieve the following:
 - a) inform the participants on the updates of the information systems,
 - b) discuss the initial results of the enrolment for SY 2024-2025,
 - c) inform the participants on the NSBI and BEIS result for SY 2023-2024,
 - d) discuss processes on the auto-generation of school ID and add or delete tracks, strand, and specialization in the senior high school masterlist,
 - e) review the ticketing system process,
 - f) synchronize and plan for the 2025 calendar of activities, and
 - g) strengthen camaraderie between and among the region and division planning and data management personnel.
3. Traveling and transportation expenses of participants from the schools division offices shall be charged against their respective local funds subject to the usual accounting and auditing rules and regulations. Meal provisions and accommodation of all the participants shall be charged to the downloaded PSF funds subject to the usual accounting and auditing rules and regulations.
4. Check in time will be 2:00 PM onwards of Day 0 (January 13) and first meal will be dinner. Check out time will be 12:00 noon of Day 4 (January 17) and last meal will be PM snack.

4. Attached as Enclosure 1 is the Indicative Program of Activities.
5. The following identified participants shall confirm their attendance to this link: <https://bit.ly/4thPIR-LIS>:

NAME	POSITION	DIVISION
Estela P. Leon-Cariño	RD	ORD
Ronald B. Castillo	ARD	OARD
1. Ethielyn E. Taqued	CES	PPRD
2. Clemente D. Bandao	EPS, OIC CES	QAD
3. Janet M. Ambucay	Planning Officer III	PPRD
4. Jasmin Angela A. Calngan	Planning Officer III	Mt. Prov.
5. Melandro L. Payang	Statistician I	PPRD
6. Leonardo M. Aquino	EPS	QAD
7. Ronald T. Marquez	SGOD Chief	Abra
8. Gilbert F. Villanueva	SGOD Chief	Apayao
9. Niño M. Tibangay	SGOD Chief	Baguio City
10. Lucio B. Alawas	SGOD Chief	Benguet
11. Jacqueline C. Lunag	SGOD Chief	Ifugao
12. Bernadrdo L. Ganotice Jr.	SGOD Chief	Kalinga
13. Rosendo B. Cacap	SGOD Chief	Mt. Prov.
14. Sally P. Feken	SGOD Chief	Tabuk City
15. Meldie M. Damian	Planning Officer III	Abra
16. Geraldine A. Pelobello	Planning Officer III	Apayao
17. Olivia O. Gomez	Planning Officer III	Baguio City
18. Jeanette I. Kiong	Planning Officer III	Benguet
19. Margie Ngitit (or representative)	Planning Officer III	Ifugao
20. Estrelita R. Lacuesta	Planning Officer III	Kalinga
21. Jasmin Angela A. Calngan	Planning Officer III	Mt. Prov.
22. Efren Y. Danag	Planning Officer III	Tabuk City

6. For inquiries relative to this, please contact the PPRD via landline number 074-422-1318 local 1205 or thru email address car.pprd@deped.gov.ph.
7. For information and dissemination.


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

Enclosure 1 to RM no. 005.2025

INDICATIVE MATRIX OF ACTIVITIES
Conduct of Year-end Program Implementation Review (PIR) on LIS, BEIS,
and Other Data Management Information Systems
January 13-17, 2025

DAY	DATE AND TIME	TOPIC/ACTIVITY	PERSON RESPONSIBLE
Day 0 January 13, 2025	2:00 PM – ONWARDS 6:00 PM	Arrival of Participants Dinner	Secretariat
2:Day 1 January 14, 2025	8:00 AM – 8:30 AM	Registration	Secretariat
	8:30 AM – 9:00 AM	Opening Program/Preliminaries Message Statement of Purpose	Regional Director/ Assistant Regional Director ETHIELYN E. TAQUED CES, PPRD
	9:00 AM – 10:00 AM	Presentation of Final Basic Education Data for SY 2024-2025	MELANDRO L. PAYANG Statistitian 1, PPRD
	10:00 AM – 10:15 AM	Nutrition Break	
	10:15 AM – 12:00 AM	Updates on the National PIRs attended	JANET M. AMBUCAY Planning Officer III PPRD
	12:00 PM – 1:00 PM	Health Break	
	1:00 PM – 3:00 PM	Presentation of Status of submission on 2024 BE reports	JANET M. AMBUCAY Planning Officer III PPRD
	3:00 PM – 3:15 PM	Nutrition Break	
	3:15 PM – 5:00 PM	Updates on the BE Information Systems	JASMIN ANGELA A. CALNGAN Planning Officer III, SDO Mt. Prov.
	Day 2 January 15, 2025	8:00 AM – 8:30 AM	MOL
8:30 AM – 10:00 AM		Ticketing System Process	JASMIN ANGELA A. CALNGAN Planning Officer III SDO Mt. Prov.
10:00 AM – 10:15 AM			
10:15 AM – 12:00 PM		Processes and Timelines on the submission of Application for Establishment/Opening/SHS offering (DO 40, s. 2014 and DO 51, s. 2015)	CLEMENTE D. BANDAJO JR. EPS, OIC-CES, QAD LEONARDO M. AQUINO EPS, QAD
12:00 PM – 1:00 PM		Health Break	
1:00 PM – 3:00 PM		Basic Education Data Cleansing	MELANDRO L. PAYANG Statistitian 1 PPRD
3:00 PM – 3:15 PM		Nutrition Break	
3:15 PM – 4:00 PM		Workshop on Basic Education Data Cleansing	MELANDRO L. PAYANG Statistitian 1 PPRD
	4:00 PM – 5:00 PM	Presentation of Workshop Outputs by SDO	Participants

DAY	DATE AND TIME	TOPIC/ACTIVITY	PERSON RESPONSIBLE
Day 3 January 16, 2025	8:00 AM – 8:30 AM	MOL	Assigned SDOs
	8:30 AM – 10:00 AM	Workshop on Synchronizing Calendar of Activities for the RO and SDOs	MELANDRO L. PAYANG Statistician 1, PPRD
	10:00 AM – 10:15 AM	Nutrition Break	
	10:15 AM – 12:00 PM	Continuation of the Workshop	
	12:00 PM – 1:00 PM	Health Break	
	1:00 PM – 3:00 PM	Presentation of Workshop Outputs SDO	SDO Participants
	3:00 PM – 3:15 PM	Nutrition Break	
	3:00 PM – 5:00 PM	Continuation of Workshop Outputs by SDO	
Day 4 January 17, 2025	8:00 AM – 8:10 AM	MOL	
	8:10 AM – 10:00 AM	Auto-generation of School ID and SHS Track, Strand, and Specialization Processes	JANET M. AMBUCAY Planning Officer III, PPRD
	10:00 AM – 10:15 AM	Nutrition Break	
	10:15 AM – 12:00 PM	CLEARING HOUSE	PPRD
	12:00 PM – 1:00 PM	Health Break	
	1:00 PM – 3:00 PM	Ways Forward and Closing Program	Training Team
	3:00 PM – 3:15 PM	Nutrition Break	
	3:00 PM – Onward	Home Sweet Home	