



DIVISION MEMORANDUMNO. 159 S, 2017

TO: Public Schools District Supervisors
School Heads of Public Elem. and Secondary Schools
School ICT/EBEIS Coordinators
All Others Concerned

FROM: **ARNULFO M. BALANE, CESO V**
Schools Division Superintendent

SUBJECT: Workshop on End of School Year 2016-2017 Updating of Learner Profiles on the Learner Information System (LIS) and Additional Data Requirements in the Enhanced Basic Education Information System and (EHRIS)

Date: May 16, 2017

1. In view of the urgent concern relative to the Online End of School Year 2016-2017 Updating of Learner Profiles on the Learner Information System and Additional Data Requirements in the Enhanced Basic Education Information System and EHRIS of all schools in this division, this office thru the IT Unit and Planning and Research Unit will conduct a Workshop for 6 Batches (AM/PM) starting on May 22, 23, 24 & 25, 2017 at Milaor National High School, Milaor, Camarines Sur.
2. The objectives of the workshop are the following:
 - a. updates on the status of the online EOSY 2016-2017 updating of learner profiles,
 - b. give technical assistance to those schools to resolved all learner profile issues and concerns to ensure that all learners' statuses are updated to have a complete and accurate Masterlist of Learners for SY 2016-2017,
 - c. ensure the accuracy and completeness of the school's EOSY submission before these are "finalized" in the LIS,
 - d. to accomplish the monitoring tool on EOSY 2016-2017 Updating of Learner Profiles on the Learner Information System,
 - e. and for the online encoding EHRIS status.
3. Expected participants are the School ICT/EBEIS Coordinators and EHRIS ICT in-charge.
4. Participants are required to bring the following:

LIS:

 - a. Laptop and extension wire
 - b. Copy of BOSY 2016-2017(June) and EOSY 2016-2017(March)SF 4,6,7
 - c. Latest school facilities inventory report
 - d. Form 212 Personal Data Sheets of their respective schools

EHRIS:

 - e. PDS
 - f. UACF
 - g. Information of the personnel needed to include in the database of the EHRIS

5. No Registration Fee shall be collected. Participants should bring their packed lunch/snacks. Transportation and other incidental expenses of participant shall be charged to local funds subject to its availability and the usual accounting and auditing rules and regulations.
6. Herewith is the schedule Of the workshop and clusters of participants.

SCHEDULE OF THE WORKSHOP	
MAY 22, 2017	A.M. - 1 st Congressional District (Elementary) P.M. - 2 nd Congressional District (Elementary)
MAY 23, 2017	A.M. - 3 rd Congressional District (Elementary) P.M. - 4 th Congressional District (Elementary)
MAY 24, 2017	A.M. - 5 th Congressional District (Elementary) P.M. - 1 st & 2 nd Congressional District (Secondary)
MAY 25, 2017	A.M. - 3 rd & 5 th Congressional District (Secondary) P.M. - 4 th Congressional District (Secondary)

7. For widest dissemination and compliance.