



May 27, 2015

DIVISION-MEMORANDUM
No. 290 s. 2015

DIVISION EMIS EMERGENCY CONFERENCE

To: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. This Office announces the conduct of the Division EMIS Emergency Conference relative to the Enhanced Basic Education Information System (EBEIS) and Learner Information System (LIS) issues and concerns on May 29 & June 1, 2015 at the Division of Cebu Province Social Hall from 8:00 A.M. to 5:00 P.M.
2. Participants to this activity are the selected School Heads and ICT teachers in charge of LIS and BEIS encoding. Each elementary school district shall send only 1 computer-literate School Head and 1 ICT teacher. There will only be 1 participant for each secondary school, hence, secondary School Heads may opt to send their school ICT teacher.
3. Participants are required to bring the LIS issues and concerns of the school/district, with complete data information.
4. Schedule for this conference is as follows:
 - May 29, 2015 A.M. – Elementary South
 - May 29, 2015 P.M. – Elementary North
 - May 30, 2015 A.M. – Secondary South
 - May 30, 2015 P.M. – Secondary North
5. Travelling expenses of participants shall be chargeable against school MOOE/SEF and other funds while meals and snacks are chargeable against Division EBEIS funds subject to the usual accounting and auditing rules and regulations.
6. This Memorandum will serve as your Authority to Travel.
7. Immediate and wide dissemination of this Memorandum is desired.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

