



November 23, 2015

DIVISION MEMORANDUM

No. 822, s. 2015

**URGENT WORKSHOP OF ALL PRIVATE SECONDARY SCHOOL HEADS
AND LEARNERS INFORMATION SYSTEM (LIS) SCHOOL IN-CHARGE**

TO : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Heads, Private Secondary Schools

1. This Office announces the conduct of an **URGENT WORKSHOP OF ALL PRIVATE SECONDARY SCHOOL HEADS AND LEARNERS INFORMATION SYSTEM (LIS) SCHOOL IN-CHARGE** for the encoding and enrolment of the students in the LIS on November 27, 2015 at Hotel Fortuna, Cebu City.
2. Participants to the workshop are All Private Secondary Schools under the Division of Cebu Province. The workshop aims to have 100 % compliance in the enrolment and preparation of the LIS for private schools.
3. For purposes of the said workshop, all participants are required to bring all documents and data necessary in the preparation of the LIS and a laptop computer. Private secondary schools who have been issued Provisionary/Temporary Permits and with pending application for Senior High School (SHS) program **MUST** attend.
4. Attendance monitoring shall be strictly observed to ensure that all the outputs are done and submitted at the end of the workshop. Workshop starts at 8: 00 o'clock in the morning.
5. A registration fee of **FIVE HUNDRED PESOS (P 500. 00)** shall be collected from each participant to defray expenses for the food, hotel accommodation, venue rental and other incidental expenses chargeable against private school funds.
6. This serves as **TRAVEL AUTHORITY** of the participants.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.


RHEA MARIA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent