



January 25, 2016

DIVISION MEMORANDUM
No. 054, s. 2016

**URGENT WORKSHOP OF ALL LEARNERS INFORMATION SYSTEM (LIS)
SCHOOL IN-CHARGE FOR PRIVATE SCHOOLS**

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

1. This Office announces the conduct of an **URGENT WORKSHOP OF ALL LEARNERS INFORMATION SYSTEM (LIS) SCHOOL IN-CHARGE FOR PRIVATE SCHOOLS** for the data encoding and LIS housing keeping on the following schedule, to wit:

Area	Venue	Date
Cebu – South	Executive Dining, Ecotech Center	February 2, 2016
Cebu – North	Executive Dining, Ecotech Center	February 3, 2016

2. Participants to the workshop are All LIS School In-Charge from the Private Pre-Elementary, Elementary, and Secondary schools of the Division. All participants must bring complete list of their pupils/students and other relevant data.

3. 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.

4. A registration fee of **FIVE HUNDRED PESOS (P 500. 00)** shall be collected from each participant to defray expenses for the food, snacks, venue rental and other incidental expenses chargeable against private school funds.

5. This serves as **TRAVEL AUTHORITY** of the participants.

6. Immediate dissemination of and strict compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent