



June 13, 2016

**DIVISION MEMORANDUM**  
No. 289, s. 2016

**LEARNER INFORMATION SYSTEM (LIS) DIVISION WORKSHOP FOR SY 2016 - 2017**

**TO :** Assistant Superintendents  
Chief Education Program Supervisors  
Education Program Supervisors/Coordinators  
District Supervisors/OICs  
Public Secondary School Heads  
Heads, Elementary and Secondary Private Schools  
Heads, Private and State Universities and Colleges

1. To ensure accuracy and timeliness of the encoding and accomplishment of the Learner Information System (LIS), a Division Workshop on LIS Accomplishment and Encoding will be conducted on the following schedules and venues, to wit:

Participants	Date	Venue
Public Secondary Schools – Junior & Senior HS	June 15, 2016	Ecotech Center, Cebu City
Private Schools (Pre-Elementary, Elementary, Secondary – Junior & Senior HS)	June 16, 2016	Ecotech Center, Cebu City

2. Participants to the workshop will be the school LIS In-Charge. All participants are expected to bring laptop with back up mobile internet connection, complete and accurate data necessary for the LIS encoding and other pertinent documents that may help in the accomplishment of the LIS. Please refer to Division Memorandum No. 233 s. 2016 and other issuances pertinent to enrolment as your guide.



3. A registration fee of **Four Hundred Pesos (P 400. 00)** will be collected to defray expenses for the venue rental, two (2) snacks, one (1) lunch and other incidental expenses of the workshop chargeable against school MOOE funds, subject to the usual accounting and auditing rules and regulations, while registration for the private schools is chargeable to private schools funds.

Telephone Numbers:

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4. Considering the importance of this workshop, all schools are enjoined to attend. This Memorandum serves as **TRAVEL AUTHORITY** of all participants.
5. Immediate dissemination and strict compliance of this Memorandum is directed.

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

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