

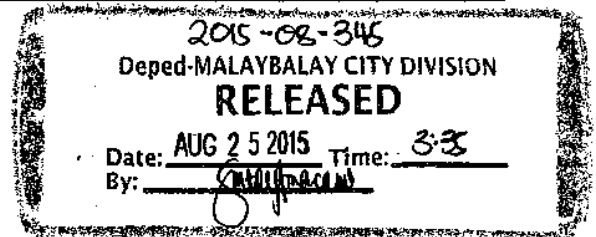


DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY  
Purok 6, Casisang, Malaybalay City

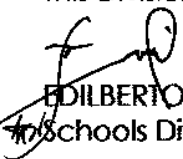
Telefax: (0880 or 088) 221-4597 email: depedmlblycity@yahoo.com



**Memorandum:**



To : Heads, Private Schools and SUCs, Kinder, Elementary  
and Secondary Schools  
School LIS/EBEIS Coordinator  
This Division

FROM :  EDILBERTO L. OPLENARIA, CESO VI  
Schools Division Superintendent

DATE : August 25, 2015

Subject: One Day Workshop on Updating of School EBEIS Beginning of  
School Year (BOSY) – SY 2015-2016 (Kinder, Elementary and  
Secondary Schools for all Private, State Universities and Colleges  
(SUCs)

1. Please be informed that you are requested to attend to an urgent One day Workshop on Updating of School EBEIS Beginning of School Year (BOSY) SY 2015-2016, at Roberto's Place 8:00 A.M, August 28, 2015.
2. The workshop will includes:
  - Follow up the LIS
  - Proper filling up/encoding of EBEIS Template
  - The Template will be uploaded to your School email address or Facebook account for you to fill up or encode in advance.
  - Other related Matters
3. Further please be notified that the deadline is August 31, 2015, hence this is a Holiday, so it is expected that all data will be successfully uploaded in the system.
4. Three Hundred Pesos (300.00) will be charged for lunch and two snacks.
5. Strict compliance in attendance is hereby desired.