




DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Sayre Highway, Casisang, Malaybalay City  
Telefax # 088-314-0094, website: <http://depedmalaybalay.net>



Division Memorandum:  
No. 126 s, 2015

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Dep-MALAYBALAY CITY DIVISION  
**RELEASED**  
re: APR 20 2015 Time: 9:25  
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TO: Public Schools District Supervisors /Coordinating Principals  
Elementary and Secondary School Heads  
This Division

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

DATE: April 17, 2015

SUBJECT: Orientation Workshop on LIS Housekeeping and EBEIS end of SY 2014-2015  
updating

1. In line with the implementation of DepEd Order No.42, s. 2014 the Division Planning and Research Section will conduct an **Orientation Workshop on LIS Housekeeping and EBEIS end of SY 2014-2015 updating** on April 27, 2015 at The Gardens, Claro M. Recto St. Malaybalay City, registration starts at 8:00 in the morning.
2. The seminar-workshop aims to:
  - a. To ensure that all schools will be able to submit accurate and complete data in the EBEIS.
  - b. To establish accurate and reliable registry of learners in the LIS
  - c. To address some data issues encountered by school EBEIS coordinators
3. Participants to this activity are Secondary and Elementary School E-BEIS Coordinators. Further, participants are required to bring laptop, internet broadband, extension wire and documents needed for the updating of LIS/EBEIS.
4. Travel and other expenses of the participants shall be charged against school MOOE, while meals, snacks & training materials shall be charge against Division INSET Fund, subject to usual accounting and auditing rules and regulation.
5. For more information please contact Novem A. Sescon thru Tel. no. 088-314-0094
6. Immediate and wide dissemination of this Memorandum is desired.