DEPARTMENT OF EDUCATION  
Region V  
DIVISION OF CAMARINES SUR  
Freedom Sports Complex  
San Jose, Pili, Camarines Sur  

August 24, 2012

DIVISION MEMORANDUM  
No. 119 s. 2012

ONE-DAY ORIENTATION ON THE UPDATING OF PUBLIC SCHOOLS LEARNERS INFORMATION SYSTEM (LIS) AND ONLINE ENCODING AND SUBMISSION OF BEIS DATA FOR BOSY 2012-2013

To: Asst. Schools Division Superintendents  
Public Schools District Supervisors  
All Public Elementary and Secondary School Heads

1. The Division of Camarines Sur, through the Division Planning Unit, will conduct a series of orientation-workshops to be held at Champagne Garden, Apo Drive, Mayon Avenue, Naga City, starting August 29, 2012 to September 26, 2012.

2. The Orientation-workshop shall start at exactly 8:00 o'clock in the morning of each schedule until 5:00 o'clock in the afternoon. Participants are therefore strongly advised to be punctual and to actively participate until the end of the activity.

3. The Orientation aims to:
   a) provide updated information on the use of online facility in the submission of pupils’ data through the Learners Information System (LIS);
   b) ensure that submitted data are accurate, validated, authentic and complete;
   c) collect BEIS data on time to generate timely reports.

4. Participants to this activity are all elementary and secondary school heads.

5. Traveling expenses of participants shall be taken from the schools’ MOOE, subject to the usual accounting rules and regulations.

6. All participants are required to bring with them the following:
   a) Laptops
   b) Extension wire
c) Copy of the validated School Profile

d) Copy of approved recommendation/s and Assignment Order/s of new teachers and transfeees in your school (for updating)

e) Masterlist of Pupils, SY 2011-2012 together with LRN

f) ruler

g) broadband

7. Enclosed is the Schedule of Attendance of school heads, together with the Program of Activities.

8. Immediate dissemination of this Memorandum and strict compliance is earnestly enjoined.

GILBERT T. SADSA
Schools Division Superintendent