



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City



Telefax No. (036) 6210-974 / Tel. No. (036) 6216-118

DIVISION MEMORANDUM  
No. 104, s. 2019

June 27, 2019


ORIENTATION ON DATA MANAGEMENT AND INFORMATION  
REQUIREMENTS FOR SCHOOL YEAR 2019-2020

To: Public Schools District Supervisors & Principals In-Charge of the District  
Elementary, Secondary & Integrated School Heads  
District Planning Officers  
CAPSU Burias

1. There will be an Orientation on Data Management and Information Requirements for SY 2019-2020 at Division Multi-Purpose Hall, Banica, Roxas City.
2. This activity aims to:
  - a. provide updates on the information requirements for School Year 2019-2020
  - b. reiterate policies of the Department on enrollment
  - c. present the policy, timelines, and facilities in the system
  - d. address issues in the LIS and BEIS.
3. The participants to this orientation are the District Planning Officers, Elementary, Secondary & Integrated School Heads, and one (1) School Planning Officer/LIS or EBEIS Coordinator.
4. Below is the schedule of the orientation:

Date	District
July 9, 2019	Tapaz East District
July 10, 2019	Tapaz West & Dao District
July 12, 2019	Cuartero & Ivisan District
July 16, 2019	Jamindan District
July 17, 2019	Dumalag District
July 18, 2019	Dumarao District
July 30, 2019	Mambusao East & Mambusao West District
July 31, 2019	Sapian District
August 1, 2019	Sigma District
August 2, 2019	Maayon District
August 8, 2019	Panay District
August 9, 2019	Panitan District
August 13, 2019	Pilar District
August 14, 2019	Pres. Roxas District
August 15, 2019	Pontevedra District
August 16, 2019	Secondary, Integrated schools with JHS & SHS

5. A registration fee of Php 350.00 shall be charged to each participant to cover expenses for food (1 lunch & 2 snacks) chargeable against School MOOE, subject to the usual accounting and auditing rules and regulation.
6. For your information and guidance.

  
**ROEL F. BERMEJO, PhD., CESO V**  
Schools Division Superintendent