



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

August 7, 2019

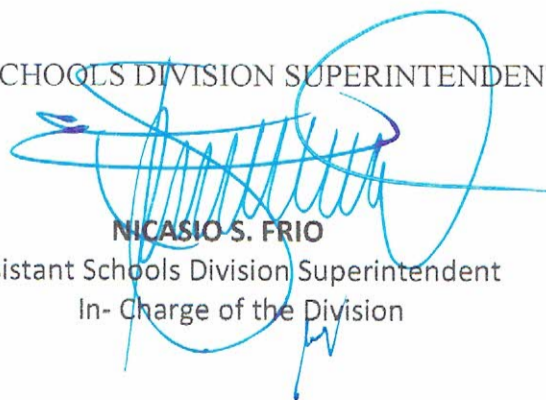
DIVISION MEMORANDUM
No. 152, s. 2019

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

To: Head of Private Preschools, Elementary and Secondary Schools

1. There will be an Orientation on Data Management and Information Requirements for SY 2019-202 for all Private Preschools, Elementary and Secondary Schools on August 17, 2019, Saturday, 8:00 A.M. at the 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 Private School Heads and personnel in-charge on LIS/EBEIS of the school.
4. A registration fee of Php 350.00 shall be charged to each participant to cover expenses for food (1 lunch & a snack) chargeable against School local fund, subject to the usual accounting and auditing rules and regulation.
5. For your information and guidance.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:



NICASIO S. FRIO
Assistant Schools Division Superintendent
In-Charge of the Division

