



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

September 28, 2023

**DIVISION MEMORANDUM**  
**NO. 491 - S. 2023**

**VIRTUAL ORIENTATION ON THE USE OF EBIES/LIS FOR SY 2023-2024**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID  
OIC, Office of the Chief Education Supervisor, SGOD  
Education Program Supervisor  
Public Schools District Supervisor  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. This Office, through the Research and Planning Unit of the School Governance and Operations Division (SGOD), will conduct a Virtual Orientation on the Use of the EBEIS/LIS for SY 2023-2024 on October 7, 2023 (Saturday) at 9:00 AM. The link will be posted later in the District Planning Officers' group chat.
2. This activity aims to:
  - a. re-orient the District and School Planning Officers on D.O. No. 3 s. 2018 title "Basic Education Enrollment Policy";
  - b. capacitate the new School Planning Officers on how to operate and use the Learner Information System (LIS), and
  - c. provide technical assistance to any enrollment issues that the school may encounter during the enrollment of learners in the LIS.
3. Participants to this virtual orientation are the District and School Planning Officers in the Elementary, Secondary and Integrated Schools.
4. Involved Personnel are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers." On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint



Address: Banica, Roxas City  
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Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered.

5. Immediate dissemination of and compliance with this Memorandum are desired.

*map*

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent *mw*

Encl.: As stated

Reference: DepEd Order No. 3, s. 2018

To be indicated in the Perpetual Index

Under the following subjects:

ORIENTATION

LEARNER

ENROLLMENT

TEACHERS



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Enclosure No. 2 to SDM No. 491 s., 2023

**TRAINING MATRIX**  
**VIRTUAL ORIENTATION ON THE USE OF EBIES/LIS FOR SY 2023-2024**

TIME	ACTIVITY/SESSION	SPEAKER
9:00 - 9:30 AM	National Anthem	On-air
9:30 - 9:45 AM	Prayer	On-air
9:45 - 10:00 AM	Welcome Address	Lunie B. Sampani OIC-Office of the Assistant Schools Division Superintendent
10:00 -10:15 AM	Inspirational Speech	Dr. Miguel Mac D. Aposin, CESO V Schools Division Superintendent
10:15 - 10:45 AM	D.O. 3 s, 2018	Eduardo Villafuerte
10:45 – 12:00 PM	How to Enroll Learners in the LIS and Change/Correction of Grade Level 2. Correction of Grade Level 3. Learner's with Dispute 4. KCEP	Rachelle Bolido Dayang
12:00 – 1:00 PM	LUNCH BREAK	
1:00 - 2:00 PM	How to 1. Remove/Add Personnel and Role of Personnel 2. Create/Change Account and Reset/Edit Password 3. Open SH account holding 2 schools 4. Updating of School Profile in the EBEIS.	Eda Fabale Ponsaran
2:00 – 2:15 PM	HEALTH BREAK	
2:15 - 3:15 PM	Q&A	Eduardo Villafuerte/Eda Fabale Ponsaran/ Rachelle Bolido Dayang

**ANNEX A**

**Resource Speakers**

Eduardo Villafuerte

Eda Fabale Ponsaran

Rachelle Bolido Dayang



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