



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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Memorandum:

To: All Public School Heads, Elementary and Secondary Schools
All Public School LIS/SBEIS Coordinators

From: FRANCIS CESAR B. BRINGAS
Schools Division Superintendent

Subject: "Follow-up and Final Review" of the encoding of the National Inventory of the DepEd School Building for SY 2014-2015 and Orient the School Head on how to set up and monitor their school EBEIS User Account Name.

Date: December 1, 2014

1. There will be an orientation re: National Building Inventory of DepEd Public School buildings for SY 2014-2015, LIS and EBEIS on December 11, 2014, 8:30-11:30 AM at the Division Office Conference Hall.
2. The orientation aims to re-emphasize the correct filling up of data in the School Building Form as instructed in the DepEd Order No. 44, s. 2014.
3. All the public schools are requested to bring their accomplished School Building Form for finalization.
4. Orient the EBEIS Coordinators/School Head on how to set up and update their respective User Account.
5. Orientation on other matters re: LIS on the following:
 - Creating user accounts of advisers and school heads
 - Editing of School Head's name
 - Editing of name, age, gender, ALIVE classes
 - Deleting of a class & transferring students to other class
 - PEPT Passers & public school learners who transferred to private schools and later transferred back to public schools after two or more school years.
6. The expected participants are all the LIS/EBEIS Coordinators and the School Heads.
7. Immediate and wide dissemination of this Memorandum is enjoined.