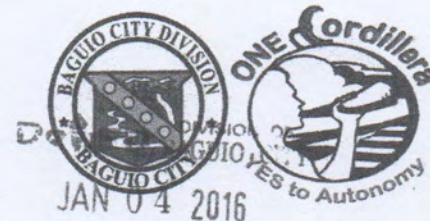




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



Division Memo 02 s. 2016

RELEASED

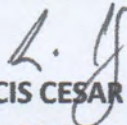
USER MANAGEMENT AND ALL PROCESSES IN LEARNER INFORMATION SYSTEM

To : Private Elementary School Heads
Private Secondary School Heads
Private Elementary & Secondary LIS/BEIS Coordinators

1. In relation to Division Memorandum No. 246, s. 2015, "LIS Housekeeping and Updating for School Year 2015-2016", there will be a Division Orientation on the processes of LIS mainly on Housekeeping and User Management.
2. Orientation will be done by district. Schedules and venues are as follows:

Date and Time	District	Venue
January 13, 2016 9:00 AM	Baguio Central District	Northridge Academy, 1 Camella St., Upper Q.M.
January 13, 2016 1:30 PM	West Baguio Central District	St. Joseph de Mary Learning Center, 28 Harvester Bldg., Irisan
January 14, 2016 9:00 AM	North Quezon District	Saint Louis University Laboratory High School (AVR) Navy Base, St. Joseph Village, B.C
January 15, 2016 1:30 PM	Quezon District	Remnant International College, Inc., 193-B, Parisas, Camp 7
January 15, 2016 9:00 AM	Lucban District	Don Bosco High School, M. Roxas St., Trancoville
January 14, 2016 1:30 PM	Mabini District	YMCA Preschool, Post Office Loop

3. Kindly bring your own laptop and pocket wifi for hands-on purposes.
4. Immediate and wide dissemination of this Memorandum to all concerned is desired.


FRANCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent