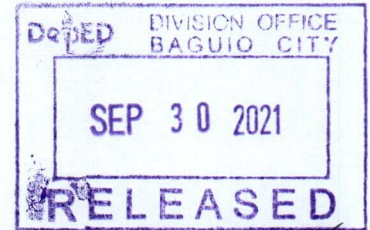




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



30 September 2021

DIVISION MEMORANDUM
No. 248, s. 2021

**BEGINNING OF SCHOOL YEAR (BOSY) 2021-2022 ORIENTATION
ON LEARNER INFORMATION SYSTEM (LIS), BASIC EDUCATION
INFORMATION SYSTEM (BEIS) AND E-PLANNING SYSTEM**

To : All Public Elementary and Secondary School Heads
All Private Elementary and Secondary School Heads
Coordinator/In-charge of LIS/EBEIS/School Forms

1. Cognizant with the Department of Education (DepEd) Order 29, series 2021 entitled School Calendar of Activities for School Year (SY) 2021-2022, this office through the School Governance and Operations Division (SGOD)-Planning and Research Section will conduct a **Beginning of School Year (BOSY) 2021-2022 Orientation on Learner Information System (LIS), Basic Education Information System (BEIS), and e-planning System on 6 October 2021, 1:00 PM to 5:00 PM via Zoom platform through <https://tinyurl.com/LISBOSY2021ORIENTATION>.**
2. All division and school-based personnel involved in the LIS enrollment processes, Basic Education Information System updating, and School Forms accomplishment and submission for SY 2021-2022 are expected to join in the orientation.
3. Additional Technical Assistance Sessions per district will be conducted every **2:00 PM onwards from 7 October 2021 to 13 October 2021.**
4. For the Orientation Matrix and virtual meeting links please refer to Enclosure 1 of this Memorandum.
5. Immediate and wide dissemination of this Memorandum is required.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

"DepEd SDO Baguio City: We Serve, We Care."

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Issued on 12/27/2019



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Enclosure 1 to Division Memorandum 248, s. 2021

**BEGINNING OF SCHOOL YEAR (BOSY) 2021-2022 ORIENTATION
ON LEARNER INFORMATION SYSTEM (LIS), BASIC EDUCATION
SYSTEM (BEIS) AND E-PLANNING SYSTEM**

**ORIENTATION MATRIX
6 October 2021, 1 PM**

DATE	TIME	ACTIVITY	FACILITATOR
6 October 2021	1:00-5:00PM	General Orientation	
	1:00-1:15	Preliminaries (AVP)	
	1:15-1:30	LIS Enrollment Demo (Including Temporary Enrollment)	Reynalyn Padsoyan Senior Education Program Specialist Planning and Research
	1:30-3:00	-Quick Count -Request for Correction Forms and Ticketing System (National Helpdesk) -LIS User Management -Types of Change Requests	Alejandro Ferry Staff Planning and Research
	3:00-3:10	Break	
	3:10-3:40	Basic Education Information system (BEIS)	Olivia Gomez Planning Officer III
	3:40-4:00	Information Dissemination and communication platforms used in the office for diff. concerns.	Rose Ann Santos Staff Planning and Research
	4:00-4:45	e-planning system deployment and orientation	Alejandro Ferry Staff Planning and Research
	4:45 PM	Answering Questions	Team

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Technical Assistance Schedule

For the updated list of schools per district,
please refer to **Division Memorandum 318, s. 2020.**

All other specific questions not discussed or may have been left out during the orientation will be raised and answered during the Technical Assistance Sessions as scheduled below.

7 October 2021	2:00-3:30 PM	District 1 Link: meet.google.com/bnn-maiy-nom District 2 Link: meet.google.com/pkr-ndtq-zqu	Reynalyn Padsuyan Alejandro Ferry
8 October 2021	2:00-3:30 PM	District 3 Link: meet.google.com/dyd-sxtw-dnh District 4 Link: meet.google.com/bjt-exnh-ady	Reynalyn Padsuyan Alejandro Ferry
11 October 2021	2:00-3:30 PM	District 5 Link: meet.google.com/hma-pfic-vmt District 6 Link: meet.google.com/iwh-fcng-zkx	Reynalyn Padsuyan Alejandro Ferry
12 October 2021	2:00-3:30 PM	District 7 Link: meet.google.com/frv-cqbd-ere District 8 Link: meet.google.com/uyo-vqty-tmo	Reynalyn Padsuyan Alejandro Ferry
13 October 2021	2:00-3:30 PM	District 9 Link: meet.google.com/nqe-kqdx-qgj District 10 Link: meet.google.com/ucx-mrtd-qxu	Reynalyn Padsuyan Alejandro Ferry

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