



Republic of the Philippines
Department of Education
Cordillera Administrative Region

9 October 2023

REGIONAL MEMORANDUM

No. 593 s. 2023

**TRAINING AND RE-ORIENTATION ON THE USE OF THE LIS, BEIS
AND OTHER INFORMATION SYSTEMS**

To: Schools Division Superintendents/ OICs
Assistant Schools Division Superintendent/ OICs
Regional Office Chiefs/ OICs
All Others Concerned

1. To establish accurate and reliable registries of learners and schools which will ensure availability of data and information needed for planning and budgeting, allocation of resources and setting operational targets to provide access to complete quality basic education, the Department of Education (DepEd) has implemented the Enhanced Basic Education Information System (EBEIS) and Learner Information System (LIS), thru DepEd Order Nos.13 and 42, s. 2014 19, s. 2015 and 26, S. 2015.
2. To further strengthen the utilization of the established systems, this office, thru the Policy, Planning and Research Division, shall conduct a training and re-orientation on the use of the LIS, BEIS, and other information systems for RO and SDO Personnel on October 16-18, 2023, at NEAP Hall, Regional Office, Wangal, La Trinidad, Benguet.
3. Board and lodging, Meals and Snacks shall be charged against Downloaded Program Support Fund for LIS/EBEIS while travel and other incidental expenses of RO and SDO participants shall be charged against their local funds subject to the existing budgeting, procurement, accounting, auditing rules and regulations.
4. For information, guidance, and compliance of all concerned.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

PPRD/CDB/MLP/LIS & BEIS
October 3, 2023



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DepEd Tayo Cordillera



<https://depedcar.ph>



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Enclosure 1 to RM no. 593 s. 2023

List of Participants - LIS/EBEIS Training

NO	NAME	GENDER	POSITION/ DESIGNATION	DIVISION/OFFICE
	Estela P. Leon-Cariño	F	RD	ORD
	Ronald B. Castillo	M	ARD	OARD
1.	Meldy Damian	F	PO III	SDO Abra
2.	Geraldine Pelobello	F	PO III	SDO Apayao
3.	Olivia Gomez	F	PO III	SDO Baguio City
4.	Jeanette Kiong	F	PO III	SDO Benguet
5.	Margie Nginitit	F	PO III	SDO Ifugao
6.	Estrelita Lacuesta	F	PO III	SDO Kalinga
7.	Jasmin Angela Calngan	F	PO III	SDO Mountain Province
8.	Efren Danag	M	PO III	SDO Tabuk City
9.	Dumas D. Aban	M	AO II	ASD - Personnel
10.	Angelique Fermin	F	ADAS I	ASD
11.	Sandra C. Tarem	F	ADA III	ASD
12.	Daisy P. Eswat	F	AO V	ASD - Records
13.	Dawny Beth B. Polon	F	ADA IV	OARD
14.	Winnie Joy Jose	F	ADAS I	CLMD
15.	Jeremy Kermit Padilla	M	ADAS II	CLMD
16.	Jonalyn C. Ambrona	F	EPS	CLMD
17.	Nover Keithley S. Mente	M	EPS	CLMD
18.	Engr. Christopher Hadsan	M	Engineer III	ESSD
19.	Margaret Gomeyac	F	Draftman	ESSD
20.	Dianne Joaquin	F	Nutritionist II	ESSD
21.	Rosita C. Agnasi	F	OIC-CES	HRDD
22.	Marvin John C. Flores	M	ADAS I	HRDD
23.	Jumar Yago-an	M	ITO I	ORD
24.	Clinton Bugtong	M	PO II	ORD
25.	Glenn P. Papa	F	CMT I	ORD
26.	Leticia Ramos	F	ADAS I	ORD
27.	Jose Lorenzo Cobarrubias	M	ADAS I	QAD
28.	Florence Balictan	F	EPS	QAD
29.	Marjorie Valdez	F	EPS	FTAD
30.	Elvira Cudli	F	ADAS I	FTAD
31.	Rushel A. Minong	F	ADAS I	PPRD
32.	Jennelyn Kitongan	F	AO II	PPRD
33.	Clemente D. Bandao	M	OIC-CES	PPRD
34.	Crisanta P. Pantaleon	F	EPS II	PPRD
35.	Janet M. Ambucay	F	PO III	PPRD
36.	Melandro L. Payang	M	Stat I	PPRD

INDICATIVE MATRIX OF ACTIVITIES

**TRAINING AND RE-ORIENTATION OF RO AND SDO PERSONNEL ON
THE LIS, EBEIS, AND OTHER INFORMATION SYSTEMS
October 16-18, 2023**

Day/Time	Topic/Activity	Person Responsible
5:00 PM Onwards	Check in of participants	All Participants from SDOs
6:00 PM – 8:00 PM	Dinner (First Meal)	All Participants from SDOs
6:30 AM – 7:45 AM	Breakfast	All Participants from SDOs
8:00 AM – 8:30 AM	Registration	Secretariat
8:30 AM – 9:00 AM	Opening Program	Training Team
	Pambansang Awit	Audio-visual presentation
	Prayer	
	DepEd Quality Policy Statement	
	Presentation of Participants	
	Statement of Purpose	Clemente D. Bandao Jr. OIC Chief , PPRD
	Message	Estela P. Leon-Cariño EdD, CESO III Regional Director
9:00 AM – 10:00 AM	Introduction to the Information Systems	Janet M. Ambucay Planning Officer III
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 PM	User Accounts Management	Jumar B. Yago-an ITO
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Accessing and Generating Data from the Learner Information Systems (LIS)	Melandro L. Payang Statistician I
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 5:15 PM	Activity 1 - LIS	All Participants

8:00 AM – 8:30 AM	MOL	Assigned Participants
8:30 AM – 10:00 AM	Accessing and Generating Data from the Enhanced Basic Education Information System (eBEIS)	Janet M. Ambucay Planning Officer III
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 PM	Activity 2 - eBEIS	All Participants
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Accessing and Generating Data from the Basic Education Information System (BEIS)	Melandro L. Payang Statistician I
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 5:15 PM	Activity 3 - BEIS	All Participants
8:00 AM – 8:30 AM	MOL	Assigned Participants
8:30 AM – 10:00 AM	Accessing and Generating Data from the National School Building Inventory (NSBI)	Janet M. Ambucay Planning Officer III
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 12:00 PM	Activity 4 - NSBI	All Participants
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 2:00 PM	Accessing and Generating Data from the National Achievement Test Integration System (NATIS)	Melandro L. Payang Statistician I
2:00 PM – 3:00 PM	Other Information Systems: - WASH in Schools Interface - Document Tracking System (DTS)	Dianne Joaquin ND 1 Jumar B. Yago-an ITO Daisy P. Eswat Records Officer III
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 5:15 PM	Closing Program	
	Next Steps	