



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2021- SGOD-069

TO : All Public & Private School Heads (Elementary & Secondary),
ICT Coordinators & Registrars Concerned

FROM : **JOSEPH IRWIN A. LAGURA, Ph.D.**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **Virtual Orientation on School Forms Checking and LIS-BEIS
(School Profile) Related Matters for SY 2020-21**

DATE : May 17-18, 2021

To guide our Division as to the over-all accomplishment of the school particularly on the School Forms Checking, uploading of the School Profile to the system for SY 2021-2022 and other LIS-BEIS related processes, you are hereby enjoined to attend a one (1) day **Virtual Orientation-Workshop relative to the aforementioned concerns on May 17 & 18, 2021 (Monday & Tuesday) starting at 9:00 am to 4:00 pm.**

This is intended to re-orient our school heads and their respective ICTs & School Registrars on the School Forms Checking and also the encoding & uploading of School Profile for SY 2020-21 and other LIS-BEIS related processes 2021. You are requested to have your respective laptops during the orientation so as to follow whatever procedure or process that needs to be undertaken along the way.

It is highly hoped that with deeper appreciation and understanding of the system, submission and downloading of pertinent data and other related reports to and from the system could hopefully be attained at a faster and more efficient/effective pace thus improving the delivery of basic services to our constituents.

Strict compliance to this Memorandum is desired.

SDS/ASDS/OFFICE/INITIALS OF THE HEAD/ABA



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