



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

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**MEMORANDUM**

TO : All Private School Heads (Elementary & Secondary Schools)  
IT Coordinators Concerned

SUBJECT : Virtual Orientation-Workshop on Enrollment Guidelines for SY 2021-2022  
(LIS Quick Count Facility)

DATE : August 23, 2021

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To guide our Division as to the over-all accomplishment of the school particularly on the uploading of their on-line registration enrolment (Quick Count) and other LIS-BEIS related processes to the system for SY 2021-2022, you are hereby enjoined to attend a half (1/2) day **Virtual Orientation-Workshop on August 25, 2021(Wednesday)** starting at **9:00 a.m. via Google Meet** wherein the link will be sent thru the Private School's Chat Group(Messenger).

This is intended to brief our school heads and their respective ICTs on Enrollment Guidelines for SY 2021-2022 particularly on the LIS Quick Count Facility.

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.

**JOSEPH IRWIN A. LAGURA, Ph D**  
Schools Division Superintendent

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