



Republic of the Philippines
 Department of Education – Region III
TARLAC CITY SCHOOLS DIVISION
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DIVISION MEMORANDUM

No. 176, s. 2019

Date : August 9, 2019

To : Public Elementary & Secondary School Heads
 Public School LIS/BEIS Coordinators
 Private School Registrars/In-Charge of BEIS
 All Others Concerned

From : The Office of the Schools Division Superintendent

Subject : **ORIENTATION ON THE GUIDELINES OF UPDATING THE BASIC EDUCATION STATISTICS FOR THE BOSY 2019-2020 IN THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) and LEARNER INFORMATION SYSTEM (LIS)**

1. The School Governance and Operations Division thru the Planning and Research Unit will conduct the Orientation on the Guidelines of Updating the Basic Education Statistics for the BOSY 2019-2020 in three (3) batches on **August 16, 22, and 23, 2019 at the Sto. Cristo Integrated School from 8:00 a.m to 5:00 p.m.**
2. This orientation aims to:
 - 2.1 Discuss updates on BEIS/LIS guidelines for BOSY2019-2010;
 - 2.2 Orient BEIS Coordinators on the data gathering forms;
 - 2.3 Reiterate policies of the Department on enrollment;
 - 2.4 Discuss other related issues and concerns.
3. The schedule and participants are as follows:

Date	Participants	No. of Participants
Batch 1 August 16, 2019 8:00-12:00	All Private School Registrars	65 pax (1 per school)
Batch 2 August 22, 2019 8:00-5:00	Public School Heads and School BEIS Coordinators in: Tarlac West District C Tarlac Central District A Tarlac Central District B Tarlac North District A Tarlac North District B All Public Junior High Schools	118 pax (2 per school)

Date	Participants	No. of Participants
<p align="center">Batch 3 August 23, 2019 8:00-5:00</p>	<p>Public School Heads and School BEIS Coordinators in: Tarlac South District A Tarlac South District B Tarlac West District A Tarlac West District B Tarlac East District All Public JHSs offering Senior High School</p>	<p>114 pax (2 per school)</p>

4. Participants are requested to be at the venue at 8:00 A.M. to facilitate on-time start of the activity and should bring the following:
 - a. Copy of GESP, GJHSP , GSHSP, PSP
 - b. Lap top and extension cord
 - c. Broadband stick

5. A registration fee (**Public Schools only**) of One Hundred Pesos (P100.00) shall be charged each participant against school's MOOE to partially defray the cost of one (1) snack and lunch. The remaining amount shall be taken from the Planning and Management Information System (PMIS) Funds.

6. Immediate dissemination of and strict compliance with this Memorandum is desired.


TERESA D. MABABA, CESO V
 Schools Division Superintendent

