

DIVISION MEMORANDUM  
No. 171, s. 2019

**TO:** Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public and Private Schools Kindergarten, Elementary, Junior High School and Senior High  
Schools- School Heads  
All Others Concerned

**FROM:** MA. LORLINIE M. ORTILLO, CESO VI  
Schools Division Superintendent

**SUBJECT :** Orientation on the Policy Guidelines on the Collection of Data/Information Requirements and Encoding for BOSY 2019 -2020 in the Learner Information System (LIS) and Basic Education Information System (BEIS)

**DATE : August 23, 2019**

1. The Schools Division Office of Kabankalan City through the Research & Planning Unit will conduct an Orientation on the Policy Guidelines on the Collection of Data/Information Requirements and Encoding for BOSY 2019-2020 in the Learner Information System (LIS) and Basic Education Information System (BEIS) among Public and Private School Heads on the following schedules and venues below:

Date	Participants	Venue
August 27, 2019	Private Schools Heads and Public Schools District Supervisors	2 <sup>nd</sup> floor Zayco Hall Building Main Campus, Southland College
August 28, 2019	Districts I, II, & III Public School Heads and Public Schools District Supervisors	Xaris Event Center, Brgy. 3, Kabankalan City
August 29, 2019	Districts IV & V Public School Heads and Public Schools District Supervisors	Xaris Event Center, Brgy. 3, Kabankalan City
August 30, 2019	Public School Heads JHSs & SHSs	Xaris Event Center, Brgy. 3, Kabankalan City

2. This orientation aims to provide policy guidelines on the collection of Data Information and Requirements and encoding for BOSY 2019 – 2020 in the Lerner Information System (LIS) and Basic Education Information System (BEIS).
3. The participants are Public Schools District Supervisors, Public and Private Schools – School Heads from Kindergarten to Senior High Schools (1 participant per school and No proxy allowed).
4. Participants to this activity are requested to bring Templates of Private School Profile (PSP), Government Elem. School Profile (GESP), Government JHS Profile, Government SHS Profile, School Data as of June 30, 2019, laptop and extension wire.
5. Food expenses shall be charged against BEIS Funds while travelling expenses shall be charged to School MOOE, subject to the usual accounting, and auditing rules and regulations.
6. For immediate dissemination and compliance