



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

January 8, 2019

Division Memorandum

No. 28 s. 2019

Seminar-Workshop on Housekeeping & Processing of New Learners' School Records, Utilization & Effectiveness (Public & Private Schools)

To : Assistant Schools Division Superintendent
Division Chiefs
Division Education Program Supervisors
Public Schools District Supervisors/District-In-Charge
Designated District Planning Coordinators (Elementary, Junior high School, Senior High School)
Private School Administrators
All Others Concerned

1. There will be a "Seminar-Workshop on Housekeeping & Processing of New Learners' School Records, Utilization & Effectiveness (Public & Private Schools)" on February 4,5, 7 & 8, 2019 at the Division Conference Hall, Division Office.
2. This activity shall be attended by District Supervisors, Designated Planning Coordinators (Elementary, Junior High School and Senior High School) and Administrator of private schools with the schedule below:

Date	Congressional District	Venue
February 4, 2019	Private School Administrators/School head/LIS & EBELS-In-Charge	Division conference Hall
February 5, 2019	1 st Congressional District	Division conference Hall
February 7, 2019	2 nd Congressional District	Division conference Hall
February 8, 2019	3 rd Congressional District	Division conference Hall

3. The activity intends to:
 - To review the teachers on how they process the new learners' record and how to housekeep the data gathered which may affect the accuracy and timeliness required by the Central Office.
 - To agree on situational solutions on issues and concerns with regard to LIS.
 - To come up with the Budget of Work for information dissemination and Advocacy Campaign to raise public awareness of early registration.

70 JAN 2019



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII - Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

4. For Public School Participants, registration fee of **₱200** shall be collected from each participant:
 - a. District Supervisors and District Planning Coordinators from **implementing schools** shall pay directly to the **Cashier**.
 - b. District Planning Coordinators from **Non-implementing school** shall be automatically deducted from **School MOOE**.
 - c. Travelling expenses shall also be charged against **School MOOE Funds**.
5. For your information and guidance.


WILFREDA D. BONGALOS, Ph.D., CESD V
Schools Division Superintendent