Division Memorandum No. ___/3/ S. 2016

TO: Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads
School LIS Coordinators

FROM: [Signature]
DEED. SILVA
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT: ORIENTATION AND CONFERENCE ON THE LEARNER INFORMATION SYSTEM (LIS) EOSY ENROLLMENT

DATE: February 29, 2016

1. Relative to the annual housekeeping activity in the Learner Information System (LIS), the Planning Section will conduct a Half-day Orientation and Conference to all School LIS Coordinators at Digos City Division Office Function Hall on the following schedule as follows;

   Mt. Apo and Digos Occidental - March 2, 2016 (8:00AM – 12:00PM)
   Digos Oriental and Secondary Schools - March 2, 2016 (1:00PM – 5:00PM)

2. Travel, snacks and other incidental expense incurred relative to this activity are chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.

3. For strict compliance.