



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

May 14, 2025

DIVISION MEMORANDUM

No. 305 , s. 2025

**SDO PAMPANGA PRIVATE SCHOOLS' SEMINAR-WORKSHOP
ON DEPED WEB-BASED SYSTEMS**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors
PriSAP Officers
Private School Heads and LIS Coordinators
All Others Concerned

1. To ensure accuracy, timeliness, and completeness of data encoded in the Learner Information System (LIS), Enhanced Basic Education Information System (EBEIS), and other DepEd web-based platforms, the Schools Division Office of Pampanga, through the School Governance and Operations Division (SGOD), shall conduct **SDO Pampanga Private Schools' Seminar-Workshop on DepEd Web-Based Systems**.

This activity is anchored on the following policies:

- DepEd Order No. 26, s. 2015: Guidelines on the LIS and EBEIS Updating
 - DepEd Order No. 32, s. 2018: Policy Guidelines on the Collection of Data Requirements for BOSY
 - DepEd Order No. 35, s. 2022: Enrollment Guidelines for SY 2022-2023
2. The seminar-workshop aims to capacitate private school personnel on proper encoding of learner profiles, school data, generation of reports, and recent system updates aligned with the Central Office directives.

3. Seminar-Workshop Details:

Date: May 19, 2025

Venue: Penthouse, Greene Manor Condotel, Lazatin Boulevard, City of San Fernando, Pampanga

Participants:

- School Heads
- LIS Coordinator / ICT Coordinator/ Registrar

Note: All participants are enjoined to bring their own laptops, extension cords, and pocket WiFi (optional) for the hands-on training sessions.

4. A registration fee of ₱1,200.00 per participant shall be paid to their Zone Managers to cover meals, venue, and other incremental expenses.



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



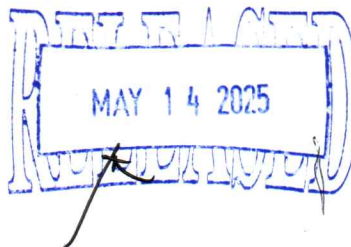
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5. This Memorandum also serves as the Travel Authority for the Training Management Team and Resource Speakers. Traveling expenses of resource speakers from public schools shall be charged against their respective Local School Funds, subject to existing accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired to ensure full participation and compliance of all concerned private schools within the division.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

Encl.: As stated

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Enclosure 1: ACTIVITY MATRIX

TIME	ACTIVITY	IN-CHARGE
7:00am – 7:30am	Registration	PriSAP
7:30am – 8:00am	Preliminaries	TWG
8:00am – 11:00am	Discussion on Dep-Ed Web-Based System	Robin D. Perez Planning Officer III DepEd SDO Pampanga Simonette S. Cruz School LIS Coordinator San Roque Dau High School David Russell C. Pre School LIS Coordinator SHS in Apalit, Pampanga
1:00pm – 2:00pm	LIS-Related Issues and Concerns	Carmen S. Rivera Division LIS Coordinator DepEd SDO Pampanga
12:00nn – 1:00pm	LUNCH BREAK	
1:00pm – 3:00pm	Workshop	TWG
3:00pm – 4:00pm	DepED/ PriSAP Matters	TWG
4:00pm – 5:00pm	Open Forum	TWG