



Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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Memorandum:

To : All District Supervisors
District Statisticians (Elem, JHS, SHS)
District Registrars (Elem, JHS, SHS)

From : Schools Division Superintendent

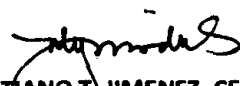
Subject : **EBEIS HOUSEKEEPING in Preparation to the End of the SY 2017-2018 Reports**

Date : January 4, 2018

1. There will be a seminar- workshop on EBEIS Housekeeping in Preparation to the End of the SY 2017-2018 Reports to be held at the Girl Scout Building.
2. This activity shall follow the following schedule:

First Cong. District	January 10, 2018
Second Cong. District	January 11, 2018
Third Cong. District	January 12, 2018

3. This activity intends to :
 - a. capacitate all District Supervisors, Statisticians and Registrars in providing technical assistance to all school Heads and Teachers in accomplishing rightly the LIS & EBEIS and submitted on time.
 - b. provide all the school heads and teachers at the school level the technical assistance needed to eliminate or minimize common errors done in the accomplishment of LIS & EBEIS.
 - c. provide technical assistance in the preparation of the School Year-End Reports using the new forms.
4. This workshop will be attended by District Supervisors, District Statisticians from the elementary level, Junior High School and Senior High School and assigned District Registrars from the elementary level, Junior High School and Senior High School.
5. Meals and snacks shall be served during the activity.
6. Expenses relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. For your information and guidance.


SALUSTIANO T. JIMENEZ, CESO VI
OIC, Office of the Asst. Regional Director, RO 7
Concurrent OIC Office of the Schools Division Superintendent

04 JAN 2018