



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 : **LIS Review and Updating for Second Semester SY 2016-2017**

Date : December 1 , 2016

1. There will be a **LIS Review and Updating for Second Semester SY2016-2017** at the Division Conference Room. Third Floor, Division Office with the following schedule:

Third Cong. District	December 8, 2016
Second Cong. District	December 13, 2016
First Cong. District	December 19, 2016

2. This workshop intends to highlight the important steps in identifying solutions to arising problems from proofreading/housekeeping of learners' records in the Learners Information System and is safe-keeping of supporting credentials /documents for ready reference.
3. This workshop will be attended by District Supervisors, District Statisticians from the elementary level, Junior High School and Senior High School and recommended District Registrars from the elementary level, Junior High School and Senior High School.
4. Meals and snacks shall be served during the activities.
5. Expenses relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. For your information and guidance.

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

01 DEC 2016