



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
 Dipolog City

**RELEASED**

DATE: 20 APR 2017

**DIVISION MEMORANDUM**

NO. 129 s. 2017

To: **Public Schools District Supervisor  
 Elementary / Secondary School Heads  
 EBEIS/LIS/Personnel Tracking System Coordinator  
 All Other Concerned**

From: **NATIVIDAD P. BAYUBAY, CESO VI**  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

Subject: **1 Day Updating of Learner Profiles for EOSY 2016-2017 on the Learner Information System (LIS) & Personnel Tracking System (PTS)**

Date: **April 20, 2017**

1. To maintain accurate and up-to-date information of learner's basic profile enrolment status and end of the school year academic accomplishment for SY 2016-2017;
2. To update the records of personnel in the Personnel Tracking System for end of school year 2016-2017.

Participants	Dates	Venue	Host
CD1	April 26, 2017	Sindangan National Agricultural School	NILDA Y. GALAURA Principal IV
CD2	April 27, 2017	Sindangan National Agricultural School	
CD3	April 28, 2017	Sindangan National Agricultural School	

3. The objectives of this workshop are the following:
  - a. To ensure that the responsible persons able to have the capability to do the online updating of learner profiles with their respective schools.
  - b. To provide technical assistance on the preparation of the online encoding of EOSY Academic Accomplishment (Final Rating) of each learner.
  - c. To provide technical assistance in the submission/ finalization of LIS reports.
  - d. To update records of personnel in the Personnel Tracking System (PTS)
4. There are two (2) participants in every school which includes the **School Head / SOIC** and the **Designated - EBEIS/LIS/ Personnel Tracking System** coordinator in each elementary and secondary school.
5. Participants are directed to bring with them the necessary documents and materials, such as:
  - a. Laptop, WIFI, Extension Wire
  - b. SF 4 (Monthly Reports as of March 2017)
  - c. SF 5 (Report of Promotion - Final Rating of each learner)
  - d. SF 1 (School Register)
6. Expected outputs of the workshop are:
  - a. Finalized LIS-EOSY reports.
  - b. Generated School Form (SF) 5 from the LIS.
  - c. Updated profile & assignment of personnel using Personnel Tracking System (PTS).
7. The Principal of SNAS is directed to prepare the venue of the said event.
8. Travel and other incidental expenses incurred of the participants during the conduct of the workshop shall be chargeable against School MOOE while for the facilitators of the training shall be chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this memorandum is desired.