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Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF OZAMIZ CITY**  
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**DIVISION MEMORANDUM**

**No. 105 , s. 2016**

To : Private Elementary and Secondary School  
All Concerned Personnel  
This Division

Subject: **Workshop on Updating of Learner Profiles in the Learner Information System (LIS) for Private Elementary and Secondary Schools**

Date : April 1, 2016

1. This Division hereby announces the conduct of workshop on updating of learners' profile in the Learners' Information System (LIS) for private elementary and secondary schools on April 5, 2016 (8am to 5pm) at the Division Office Conference Hall. Participants of the workshop are the school ICT coordinators (different coordinators for elementary and secondary).

2. Participants of the workshop are encouraged to bring the following materials:  
a. Forms and records containing the general average of each learner;  
b. Laptops, extension wire, and internet provisions; and  
c. Snacks and meal provisions.

3. Immediate dissemination of and strict compliance with this memorandum is hereby directed.

  
**REBONFAMIL R. BAGUIO**  
Schools Division Superintendent  
01 April '16