



Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

Office of the Schools Division
Superintendent

June 15, 2021

DIVISION MEMORANDUM
No. 189, s. 2021

**THREE-DAY LIVE-OUT SEMINAR-WORKSHOP ON
SCHOOL MANAGEMENT INFORMATION SYSTEM (SMIS): SUB-OFFICES ROLLOUT**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads
School ICT Coordinators

1. This Office announces the conduct of a **Three – Day Seminar – Workshop on School Management Information System (SMIS): Sub-offices Rollout** starting June 23, 2021 at the respective venue as stipulated in **Enclosure 1 Schedule of Training per Sub-Office**. Registration is at 8:00 to 8:29 A.M. and the Opening program will start 8:30 A.M.

2. This seminar – workshop intends to establish the School Management Information Systems (SMIS) that will reduce the time and effort of school personnel spent for clerical tasks and records management without compromising the accuracy of the learners' information and quality of school forms in the schools of the DepEd–Division of Cebu Province.

3. This online activity specifically aims to:

- a. provide a platform in schools to officially collect data and information and store them as school documents and students' records on the offline server computer unit for appropriate data management;
- b. provide readily accessible school information and data to support governance functions like planning, organizing, directing and controlling;
- c. electronically update and print the School Forms, e.g. School Form 10, Grade Sheets, Report Cards, Grade Slips, Student's Nutritional Status Forms, School IDs of Learners and other documents or forms; and
- d. appreciate the benefits that the learning materials brings in the workplace by serving the learners promptly to their fullest satisfaction to become better individual in the future.

4. Participants to this workshop are the Elementary and Secondary **School ICT Coordinators** of DepEd Cebu Province. Participants are also expected to bring the required equipment to be used during the training-workshop. Please see the following attachment;

Enclosure 1: Schedule of Training per Sub-office;

Enclosure 2: Program of Activities and List of Required Equipment; and

Enclosure 3: Program Management Team/List of Trainers per Sub-office.



Address: IPHO Bldg., Sudlon, Lahug, Cebu City
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5. Participants are required to follow IATF guidelines and shall ensure that safety health protocols are observed at all times, and comply with the number of persons allowed in MGCQ which is 50% of the room capacity. Wearing of facemask and face shield is compulsory.
6. The Medical Section/Nurse Section c/o Dr. Virgilio C. Tantuico/Asterterie A. Bernales is also hereby directed to assign at least one (1) nurse for every training venue during the entire workshop.
7. Program Management Team/Facilitators are required to be at the venue on **Day Zero** in every batch for the preparation of training venue and materials to be used for the said activity.
8. Expenses incurred by the Trainers, Participants and Monitoring Team on Day 0 and during the conduct of activity such as travel expenses, venue, accommodation, meals (breakfast, lunch, dinner and 2 snacks), training materials/tarp and incidental expenses shall be charged against **HRD/School Local Funds/ MOOE funds**, subject to its availability and the usual accounting and auditing rules and regulations.
9. This Memorandum serves as **Authority to Travel** of the participants, admin/logistics/technical or training support personnel as well as the other members of the training team/management.
10. Immediate and wide dissemination of and compliance with this memorandum is directed.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

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ENCLOSURE 1 SCHEDULE OF TRAINING PER SUB-OFFICE

DATE	LILOAN SUB-OFFICE			MEDELLIN SUB-OFFICE		
	PARTICIPANTS	# of P	VENUE	PARTICIPANTS	# of P	VENUE
Batch 1 June 23-25, 2021	1. Consolacion 1 2. Consolacion 2 3. Cordova 4. Liloan 5. Composotela	15 12 17 21 19	Consolacion NHS	1. San Remigio 1 2. San Remigio 2 3. Daanbantayan 1 4. Daanbantayan 2	14 20 23 19	San Remigio 1
Batch 2 June 28-30, 2021	1. Carmen 2. Catmon 3. Borbon 4. Sogod	23 23 24 27	Carmen NHS	1. Medellin 2. Tabuelan 3. Tabogon	25 19 27	Medellin CS
Batch 3 July 1-3, 2021	1. Pilar 2. Poro 3. San Francisco 4. Tudela	15 20 28 13	San Francisco	1. Bantayan 1 2. Bantayan 2 3. Sta. Fe 4. Madridejos	15 14 13 16	Bantayan 1

DATE	BALAMBAN SUB-OFFICE			SAN FERNANDO SUB-OFFICE		
	PARTICIPANTS	# of P	VENUE	PARTICIPANTS	# of P	VENUE
Batch 1 June 23-25, 2021	1. Balamban 1 2. Balamban 2 3. Pinamungajan 1 4. Pinamungajan 2	20 22 18 16	Buanoy NHS	1. Minglanilla 1 2. Minglanilla 2 3. San Fernando 1 4. San Fernando 2 5. Sibonga	14 12 15 16 29	Minglanilla CES
Batch 2 June 28-30, 2021	1. Asturias South 2. Asturias North 3. Tuburan 1 4. Tuburan 2	15 19 25 32	Tuburan CES			
Batch 3 July 1-3, 2021	1. Aloguinsan 2. Barili 1 3. Barili 2	20 22 23	Barili CES			

DATE	DALAGUETE SUB-OFFICE			BADIAN SUB-OFFICE		
	PARTICIPANTS	# of P	VENUE	PARTICIPANTS	# of P	VENUE
Batch 1 June 23-25, 2021	1. Dalaguete 1 2. Dalaguete 2 3. Oslob 4. Samboan	24 26 20 18	Dalaguete NHS	1. Dumanjug 1 2. Dumanjug 2 3. Ronda 4. Alcantara 5. Moalboal	15 20 12 10 18	Dumanjug CES
Batch 2 June 28-30, 2021	1. Argao 1 2. Argao 2 3. Alcoy 4. Santander 5. Boljoon	26 29 10 11 14	Dalaguete NHS	1. Badian 2. Alegria 3. Malabuyoc 4. Ginatilan	28 24 19 13	Badian NHS



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Enclosure 2:

**Program of Activities: Three – Day Seminar-Workshop
on School Management Information System (SMIS): Sub-office Rollout**

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Day 2	Management of Learning (MOL)	7:30-7:59 AM	Assigned Host
	Session 5: 1. Review of previously covered topics. 2. Workshop on Day 1 topics.	4 hours 8:00-12:00NN	<i>(To be identified per Sub-office)</i>
	Lunch Break	12:01-12:59	
	Session 6: 1. Early Registration. 2. Senior High School Specifics. 3. Workshop on Day 2 topics	4 hours 1:00-5:00 PM)	<i>(To be identified per Sub-office)</i>
Day 3	Management of Learning (MOL)	7:30-7:59 AM	Assigned Host
	Session 7: 1. Printing of Outputs 2. Submission of Outputs	4 hours 8:00-12:00NN	<i>(To be identified per Sub-office)</i>
	LUNCH	12:01-12:59	
	Session 8: 1. Preparation of Action Plan 2. Presentation of Action Plan	4 hours 1:00-5:00PM	<i>(To be identified per Sub-office)</i>
	Monitoring & Evaluation		<i>Monitoring Team</i>
	Closing Program Prayer Nationalistic Song Challenge Inspirational Talk Response Pledge of Commitment Distribution of Certificates/ Attendance/Participation on Closing Remarks	45 mins 4:11-5:00PM	Training team Division Office Personnel

Enclosure 2: LIST OF REQUIRED EQUIPMENT/DOCUMENTS

1. Laptop
2. USB Flash Drive
3. UTP cable (5 meters)
4. Switch Hub (if available)
5. Extension wire
6. School Form 1
7. School Form 2
8. School Form 7
9. Class Program
10. Sample SALN



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Enclosure 3. Program Management Team and List of Trainers per Sub-office

NO	FULL NAME	Position/ Designation	Office/Current Station	ROLE IN THE ACTIVITY
1	DR. MARILYN S. ANDALES, CESO V	Schools Division Superintendent	Division Office	Overall Management Committee/Chairman
2	DR. LORENZO M. DIZON, CESOVI	Asst. Schools Division Superintendent	Division Office	Co-Chair
3	DR. FAY C. LUAREZ	Asst. Schools Division Superintendent	Division Office	Co-Chair
4	DR. ANELITO A. BONGCAWIL	Asst. Schools Division Superintendent	Division Office	Co-Chair
5	DR. MARY ANN C. FLORES	Chief, CID	Division Office	Monitoring Team
6	MR. ISAIASH T. WAGAS	EPSvr	Division Office	
7	DR. MARGARITA NIERRA	SEPS-HRD	Division Office	
8	MR. EMMANUEL F. MENDOZA	Division ITO	Division Office	
9	MS. MARIA SOCORRO RELACION	SEPS-M&E	Division Office	
10	MR. ROY R. PINTOR	Principal I/ Program Proponent	Dalaguete NHS	

LIST OF TRAINERS PER SUB-OFFICE

A. LILOAN SUB-OFFICE 1. Carmelito M. Lauron Sr. 2. Jessa B. Leones 3. Marylou M. Nuñez 4. Khenlie T. Bontia 5. Mel-John G. Layese 6. Gerald C. Gungob 7. Jelyn J. Manipis	D. BALAMBAN SUB-OFFICE 1. Marionito G. Alendajao 2. Arnel A. Aventuna 3. Antonieto A. Villafante 4. Laarne J. Maambong 5. Mynah Marish Y. Concepcion 6. Chistopher P. Borbon
B. MEDELLIN SUB-OFFICE 1. Cresostomo A. Abanco 2. Joanne Mae D. Morente 3. Leanie A. Duran 4. Maria Erica S. Dela Peña 5. Wilfredo B. De la Cerna 6. Rogelio V. Mañanita	E. DALAGUETE SUB-OFFICE 1. Lennard E. Gealon 2. Rufino M. Medico 3. Edgardo M. Tagarao 4. George M. Lumayag 5. Gerald T. Taraya 6. Leo Carlo D. Casinillo 7. Roy R. Pintor
C. SAN FERNANDO SUB-OFFICE 1. Carla Kristine A. Gumban 2. Kimberly Mae Cortes 3. Marlon M. Cañonera 4. Royneil Robert Cabalan 5. Leemarschall Tagudin	F. BADIAN SUB-OFFICE 1. Geraldine C. Flores 2. Lester D. Gramatica 3. Rogelia H. Moreno 4. John R. Redoble 5. Meah G. Nolon 6. Daniel P. Reyes



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