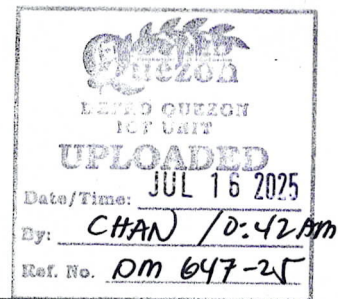




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



11 July 2025

**DIVISION MEMORANDUM**  
**DM No. 647, s. 2025**

**VIRTUAL TECHNICAL ASSISTANCE ON LEARNER INFORMATION SYSTEM  
AND OTHER PLANNING MATTERS**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. In line with the implementation of the **Basic Education Information System (BEIS)** and **National School Building Inventory (NSBI)** for SY 2024–2025, all **public and private school BEIS/NSBI Coordinators, School Heads, Public Schools District Supervisors**, and other concerned personnel are advised to attend the **Virtual Technical Assistance on Learner Information System and Other Planning Matters** on **July 18, 2025, at 8:00 a.m. onwards**, following the schedule below:

Time	Participants	Link
8:00 – 11:45 a.m.	Public and Private School Heads/LIS Coordinator	<a href="https://tinyurl.com/Virtual-TA-PAR">https://tinyurl.com/Virtual-TA-PAR</a>
12:45 – 5:00 p.m.	Public School Head or Administrative Officer II or Designated Non-teaching Personnel	

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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2. All participants are requested to **connect to the provided link 15 minutes before the session** begins. They are also required to **rename their MS Teams account** using the format:

**[District][School Name][Full Name]**

For proper identification and attendance tracking, **participants must turn on their cameras** throughout the session.

3. Participants from the same district are encouraged to **convene in one location with a stable internet connection** to optimize participation and **maximize the limited number of available devices** on MS Teams.
4. **Private school and SUC participants** shall attend only until the **discussion of the Learner Information System/School Forms** is concluded.
5. **Expenses related to BEIS/LIS/NSBI activities** may be charged against **School MOOE or local funds**, subject to the usual **accounting and auditing rules and regulations**.
6. **Immediate dissemination and strict compliance** with this Memorandum are hereby desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Parmjd/f07/11/2025  
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**Matrix of Activities**

July 18, 2025

<b>Meeting link:</b> <a href="https://tinyurl.com/Virtual-TA-PAR">https://tinyurl.com/Virtual-TA-PAR</a>		
8:00 – 8:15	National Anthem Bagong Pilipinas Prayer CALABARZON HYMN LALAWIGAN NG QUEZON Quality Management Policy	<b>VIDEO PRESENTATION</b>
8:15 – 8:30	Presentation of Participants	<b>LEA M. ABEJO</b> Planning Staff
8:30 – 8:40	Welcome Remarks	<b>JUANITO A. MERLE</b> SGOD Chief
8:40 – 8:50	Inspirational Message	<b>ROMMEL C. BAUTISTA, CESO V</b> Schools Division Superintendent
8:50 – 9:00	Photo Opportunity	
9:00 – 9:10	Statement of Purpose	<b>ALMA M. QUIAMBAO</b> Planning Staff
9:10 – 10:15	Basic Enrollment Policy	<b>MARBIN JERAMIL D. FRAGATA</b> Planning Officer III
10:15 – 11:15	Request Forms/ Division Pending Request (Learner information System)	<b>BERNADETH A. PLACINO</b> Registrar I
11:15 – 11:45	Open Forum	
<b>Break</b>		
12:45 – 1:15	School Improvement Plan	<b>MARIBETH D. FRAGATA</b> QMS Staff
1:15 – 1:45	Annual Implementation Plan	<b>MARK ROE M. ESMERNA</b> Planning Staff
1:45 – 2:15	Action Plan	<b>LAARNI JEAN A. FORBES</b> Planning Staff
2:15 – 2:45	IPCRF for Non-Teaching Personnel	<b>RODELIO ESMERNA JR.</b> Administrative Officer II
3:30 – 4:00	Inventory of Resources/ Planning Parameters/ Other Concern	<b>MARBIN JERAMIL D. FRAGATA</b> Planning Officer III
4:00 – 4:30	<b>Open Forum</b>	
4:30 – :00	Closing Remarks	<b>MARBIN JERAMIL D. FRAGATA</b> Planning Officer III
<b>LEAH A. PEREZ</b> Master of Ceremony		

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