



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

DIRECT-3902

Office of the Schools Division
Superintendent

SEP 13 2023

MEMORANDUM

No. 212, s. 2023

DESIGNATION OF THE LIS/EBEIS SCHOOL COORDINATORS

TO: OIC-Assistant Schools Division Superintendent /
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. The field is hereby informed of the designation of the following LIS/EBEIS School Coordinators:

#	Name	School
1	LADYLYN R. PERDIGUERRA	Alabang ES
2	MELHAINI T. TORRES	Bagong Silang ES
3	ARIEZA T. DE VERA	Bayanan ES - Main
4	CECILIA A. PONCE	Bayanan ES - Unit I
5	ESSAN MAE D. BALMEO	Buli ES
6	MARTINA GEBRIEL J. GUIVENCAN	Cupang ES – Annex
7	CRISTINE D. VICTORIA	Cupang ES – Main
8	MARK ALBERT M. CAACBAY	F De Mesa ES
9	ERLYN D. GALGO	Filinvest Alabang ES
10	MARY ROSE M. BALONTONG	Itaas ES
11	KLARIZE B. BERMEJO	Muntinlupa ES
12	REYMUNDO B. JASON	Poblacion ES
13	GERLIE L. QUITAYEN	Putatan ES
14	MELISSA T. MASCARIÑA	Soldiers' Hills ES
15	MYRA F. SABATER	Sucat ES Main
16	MA THERESA L. SEGARINO	Sucat ES - Sitio Pagkakaisa Zone 3 Annex
17	SONY P. RECTO	Sucat ES - Sitio Pagkakaisa Zone 4 Annex
18	WILMA S. RAMOS	Tunasan ES
19	MARILOU L. RIONDANGA	Victoria Homes ES
20	ABBYGAIL A. PALAFOX	Lakeview Integrated School – Elem
	BRYAN T. ABASTILLAS	Lakeview Integrated School – JHS
	JOHN KEVIN B. LLANDER	Lakeview Integrated School - SHS
21	PAMELA LOUISE R. APACIBLE	Muntinlupa Business HS - Sucat Annex (LIS)
	ROMEO T. NAVARRO JR.	Muntinlupa Business HS - Sucat Annex (eBEIS)
22	ZOE NADIA L. JARA	Muntinlupa Business HS – Main
23	ERWIN Z. MOROS	Muntinlupa National HS - JHS
	RICO P. BANTILLES	Muntinlupa National HS – SHS
24	MARIZEN L. CALDITO	Muntinlupa Science HS - JHS
	RUSSELL VAN ERICK F. RAMOS	Muntinlupa Science HS - SHS
25	Anita B. Abalin	Pedro E. Diaz HS
26	JOHN HERVIN A. ARUELAS	Poblacion National HS (eBEIS)
	RENALIN DELOSTRICO-LACHICA	Poblacion National HS (LIS)



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27	HARVEN T. LABRADOR	Tunasan National HS – JHS
	EDERISSA R. EUGENIO	Tunasan National HS – SHS
28	RYAN JEFF A. MERCADO	Cupang Senior HS

2. The LIS/EBEIS School Coordinators are expected to perform the following official duties and functions inherent to the said designation:

- Issue Learner Information System (LIS) user accounts to all class advisers and school shall give them appropriate access to their specific classes;
- Ensure that the class advisers update all required learner's data for Beginning of School Year (BOSY) and End of School Year (EOSY) Reports;
- Update and submit all required school data in the LIS/eBEIS;
- Ensure that the basis of the class advisers in enrolling their learners in the LIS must be the School Form 1 (School Register);
- Ensure that all class advisers had registered all learners in the school;
- Prepare school forms;
- Confirm and correct LIS Data;
- Coordinate with school registrar regarding student data
- Check the learner's supporting documents (without LRNs) to the SDO, through the Division Planning Officer III;
- Orient and provide technical assistance to class advisers in encoding and updating their learners in the LIS; and
- Coordinate with the Division Planning Officer III on matters related to LIS/eBEIS online submission and other data needed in planning.

3. This Memorandum is enforced until otherwise rescinded or revoked by the undersigned.

4. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Enclosure: None

References: DepEd Order 26, s. 2015 and DepEd Order No. 45, s. 2017

To be indicated in the Perpetual Index
under the following subjects:

LEARNER INFORMATION SYSTEM
SCHOOL
TEACHER

JDN/DM/Designation as LIS/EBEIS School Coordinator

212 / September 11, 2023