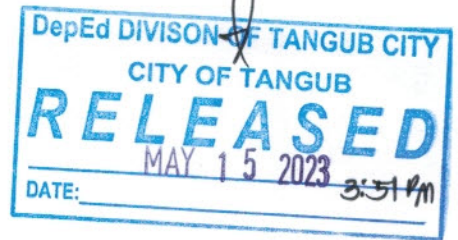




Republic of the Philippines
Department of Education

Region X

SCHOOLS DIVISION OF TANGUB CITY



25 April 2023

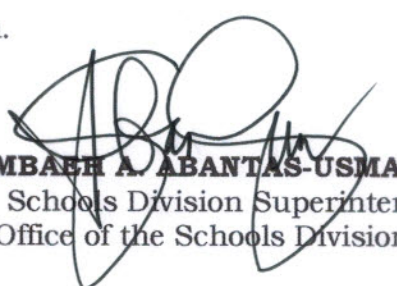
DIVISION MEMORANDUM

No. 130, s. 2023

CAPACITY BUILDING ON LIS HELPDESK PROCESSES FOR LIS ADMINISTRATORS

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
Private Schools Administrators
LIS System Administrators
This Division

1. The LIS Helpdesk is the official procedure to submit inquiries, incident reports, and service requests to the LIS Helpdesk for processing. It is important for System Administrators to know what LIS issues to escalate to the Central Office through the helpdesk and the different Request Forms (RFs) to be used accordingly.
2. Hence, the SGOD through the Planning Section, in coordination with the ITO Section of the OSDS, conducts a Capacity Building on LIS Helpdesk Processes for LIS System Administrators on May 30, 2023, 8:00 AM – 12:00 NN, at the Division Office Conference Hall.
3. Participants of this training are the schools' LIS system administrators from both public and non-DepEd schools.
4. Expenses incurred in this training are charged against 2023 HRTD Fund with PMIS Activity Code 23-6272-HRTD-009.
5. For immediate and wide dissemination.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

p.p.

LORENA P. SERRANO, CESO VI
Assistant Schools Division Superintendent



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