



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

08 Sept 2026

**REGIONAL MEMORANDUM**

No. 081 s. 2026

**RESCHEDULED CONDUCT OF NEEDS-BASED TRAINING PROGRAM FOR  
NEWLY DESIGNATED SCHOOL LIS-BEIS COORDINATORS OF DEPED  
SOCCSKSARGEN**

To: Schools Division Superintendents

1. Pursuant to Regional Memorandum PPRD No. 2026-001, titled “PPRD Policy Research Review Framework as Basis for the Development of the FY 2026 Innovation Agenda,” and Regional Memorandum No. 008, s. 2026, titled “**Conduct of the Needs-Based Training Program for Newly Designated School LIS-BEIS Coordinators of DepEd SOCCSKSARGEN**,” the activity is rescheduled to **October 3-5, 2026, in Koronadal City** due to regulatory considerations. The first meal shall be breakfast on October 3, 2026, while the last meal shall be dinner on October 4, 2026.
2. Generally, this activity deems to fully capacitate newly designated schools’ LIS-BEIS Coordinators of DepEd SOCCSKSARGEN on effective data management. Specifically, it aims to realize the following objectives:
  - a. discuss the research findings of the policy research review conducted regarding the competence of newly designated LIS-BEIS coordinators,
  - b. train the newly designated schools’ LIS-BEIS Coordinators of DepEd SOCCSKSARGEN as regards their duties and responsibilities,
  - c. inform and present the School LIS and BEIS Coordinator’s Handbook, and
  - d. evaluate the School LIS and BEIS Coordinator’s Handbook as basis for further enhancement.
3. The Policy, Planning, and Research Division adopts and adapts the output and innovation of Remos G. Baclaan, PDO I, titled “The School Learner Information System (LIS) and Basic Education Information (BEIS) Coordinator’s Handbook: A Practical Guide to Learner and School Data Management, Data Quality Assurance, Reporting, Request Forms, School Forms, and Data Governance.” Further, identified resource persons shall prepare their presentation and upload to [bit.ly/2026-LIS-Training-Materials](https://bit.ly/2026-LIS-Training-Materials).

| Topic                                       | Name of Resource Person                                                                                     |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Contents of LIS-BEIS Coordinator’s Handbook | <b>Remos G. Baclaan</b><br>Project Development Officer I<br>SDO Sultan Kudarat                              |
| RF1: LRN Merging                            | Lead Resource Person:<br><br><b>Mark Jefferson R. Montano</b><br>Planning Officer III<br>SDO South Cotabato |
| RF2: LRN Reactivation                       |                                                                                                             |
| RF03: Enrollment Data Issues                |                                                                                                             |
| RF04: Unmerging of LRN                      |                                                                                                             |
| RF05: UAMS and School Concerns              |                                                                                                             |
| RF06: Merging of School ID                  |                                                                                                             |



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|-----------------------------------------------------|---------------------------------------------------------------------------------------------|
| RF07: Reopening of Enrollment and EOSY Finalization | Support Staff:<br><b>Ansel P. Patadon</b><br>Administrative Assistant<br>SDO South Cotabato |
| RF08: Transfer Related Issues                       |                                                                                             |
| RF09: Unenrollment of Learner                       |                                                                                             |
| RF10: Updating School Calendar                      |                                                                                             |
| Incident Report                                     |                                                                                             |

4. For effective implementation of this activity, the following enclosures are provided as references:

Enclosure No. 1: List of Participants

Enclosure No. 2: Indicative Program of Activities

5. For activities that fall on a Saturday, Sunday, or Holiday, participants shall be granted the applicable non-monetary compensation such as vacation service credits in accordance with DepEd Order No. 013, s. 2024 - Revised Guidelines on the Grant of Vacation Service Credits for Teachers, or DepEd No. 009, s. 2025 - Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025). Compensatory time off shall likewise be granted to non-teaching and teaching-related personnel pursuant to CSC-DBM Joint Circular No. 2, s. 2004 - Non-Monetary Remuneration for Overtime Services Rendered.

6. For inquiries and clarifications, contact Glenn A. Bisnar, DM, CES-PPRD through [glenn.bisnar@deped.gov.ph](mailto:glenn.bisnar@deped.gov.ph), Lovely Z. Ramos, Planning Officer III through [lovelyz.ramos@deped.gov.ph](mailto:lovelyz.ramos@deped.gov.ph) or Cristine Jane E. Aguillon, Administrative Officer II through [cristinejane.aguillon@deped.gov.ph](mailto:cristinejane.aguillon@deped.gov.ph).

7. For dissemination, information, and compliance of all concerned.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

Enclosure: Enclosure No 1: List of Participants and Enclosure No. 2: Indicative Program of Activities

References: Region Memorandum PPRD-2026-001; Region Memorandum 008 s. 2026

Allotment: OSEC-12-26-03775

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

TRAINING PROGRAM

LZR/PPRD/RM – ADDITIONAL INFORMATION AND RESCHEDULED CONDUCT OF RESEARCH ON NEEDS-BASED TRAINING PROGRAM FOR NEWLY DESIGNATED SCHOOLS LIS-BEIS COORDINATORS OF DEPED SOCCSKSARGEN  
055/September 8, 2026

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Enclosure 1 to Region Memorandum No. 081 s. 2026

**LIST OF PARTICIPANTS**

| <b>Schools Division Office</b> | <b>Name</b>              | <b>School</b>          |
|--------------------------------|--------------------------|------------------------|
| <b>COTABATO</b>                | CLEA YVONNY M. ANG       | Magpet NHS             |
|                                | RIZ MARIAM G. FRANCO     | Greenfield NHS         |
|                                | ELIEN P. JAO             | Tulunang NHS           |
|                                | MARY AICA S. BIGCAS      | Libungan NHS           |
| <b>GENERAL SANTOS CITY</b>     | APRIL JOY CAPITO         | Dad North HS           |
|                                | FLORDELIZ MICUA          | Gsc Sped IS            |
|                                | SHARON COYOCA            | Labangal NH            |
| <b>KIDAPAWAN CITY</b>          | ZACARIA S. SULTAN        | KCPES                  |
|                                | DENNESE MARIE J. J. JASO | KCNHS                  |
|                                | IMELDA S. OLEGARIO       | Saniel Cruz NHS        |
|                                | ANGELIE B. SUMARINAS     | FSMES                  |
| <b>KORONADAL CITY</b>          | BEZALEL P. TESTA         | Concepcion NHS         |
|                                | CAROLYN PEARL D. BARNIZO | El Gawel ES            |
|                                | JACKIE LYNN R. LANGGA    | Osita ES               |
|                                | IRISH NOSNOSAN           | Marbel 5 CES           |
| <b>SARANGANI</b>               | LOVELY I. DIALUNA        | Dalid ES               |
|                                | ANA MARIA F. LAGUMBAY    | Kiaol ES               |
|                                | RHEA D. GUMAPAC          | James L. Chiongban NTS |
|                                | RECHEL C. TAPIS          | Lebe IS                |
|                                | MARIEDYL K. NACIONAL     | Wata-Wanan IP School   |
|                                | SHERLEY C. DALUFO        | Alna IP IS             |
|                                | LHYRBEN BONG T. LASIB    | Bangkal IS             |
| <b>SOUTH COTABATO</b>          | ARGIE B. SAJONIA         | El Nonok IS            |
|                                | CLAIRE D. LAVILLA        | Laconon IS             |
|                                | FLOREY FAY B. ARISTOZA   | Bunao ES               |
|                                | LYCEL S. LAGOS           | Paglaum ES             |
|                                | MARIANNE C. BELARMINO    | Sto Nino NSAT          |
|                                | NOVELYN B. PAGAYON       | Palo NHS               |
|                                | PAULA ANJELICA C. FLUDI  | Denlag IS              |
| <b>SULTAN KUDARAT</b>          | IVANHOE Y. MARTIN        | Kapingkong NHS         |
|                                | JOMAR BERMUDEZ           | Laguilayan NHS         |
|                                | GINEVA C. LADRES         | Sewal ES               |
|                                | MYSTYRAIN BOW C. BALUCAN | Lagandang ES           |
|                                | JAECCEL JADE N. FORRO    | Bagumbayan NHS         |
|                                | STEPHANIE D. ABING       | Banbad CS              |
|                                | DENMARK DOMINGUEZ        | Tacurong Pilot ES      |
| <b>TACURONG CITY</b>           | ROCHIE BONITA            | Tacurong NHS           |
|                                | JONALD CADIAO            | ALS                    |



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Enclosure No. 2 to Region Memorandum No. 081 s. 2026

**NEEDS-BASED TRAINING PROGRAM FOR NEWLY DESIGNATED SCHOOLS' LIS-BEIS  
COORDINATORS OF DEPED SOCCSKSARGEN**

**October 3-4, 2026**

**Within Koronadal City**

| Date                   | Activity                                    | Responsible Person                                                                                                                                                                                                       |
|------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>October 3, 2026</b> |                                             |                                                                                                                                                                                                                          |
| 7:00 – 8:00 AM         | Arrival and Breakfast                       | Identified Personnel                                                                                                                                                                                                     |
| 8:00 – 8:15 AM         | Preliminaries                               | PPRD personnel                                                                                                                                                                                                           |
| 8:15 – 9:20 AM         | Welcome Remarks                             | Raffy G. Herrera, EPS                                                                                                                                                                                                    |
| 9:20 – 9:25 AM         | Statement of Purpose                        | Glenn A. Bisnar, CES                                                                                                                                                                                                     |
| 9:25 – 10:30 AM        | Discussion of Request Forms                 | Lead Resource Person:<br><br><b>Mark Jefferson R. Montano</b><br>Planning Officer III<br>SDO South Cotabato<br><br>Support Staff:<br><b>Anselles Ismael P. Patadon</b><br>Administrative Assistant<br>SDO South Cotabato |
| SNACKS                 |                                             |                                                                                                                                                                                                                          |
| 10:30 – 12:00 NN       | Continuation of Discussion of Request Forms | Lead Resource Person:<br><br><b>Mark Jefferson R. Montano</b><br>Planning Officer III<br>SDO South Cotabato<br><br>Support Staff:<br><b>Anselles Ismael P. Patadon</b><br>Administrative Assistant<br>SDO South Cotabato |
| LUNCH                  |                                             |                                                                                                                                                                                                                          |
| 1:00 – 3:00 PM         | Continuation of Discussion of Request Forms | Lead Resource Person:<br><br><b>Mark Jefferson R. Montano</b><br>Planning Officer III<br>SDO South Cotabato<br><br>Support Staff:<br><b>Anselles Ismael P. Patadon</b><br>Administrative Assistant<br>SDO South Cotabato |
| SNACKS                 |                                             |                                                                                                                                                                                                                          |
| 3:00 – 4:00 PM         | Continuation of Discussion of Request Forms | Lead Resource Person:                                                                                                                                                                                                    |



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|-----------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   |                                                                             | <b>Mark Jefferson R. Montano</b><br>Planning Officer III<br>SDO South Cotabato<br><br>Support Staff:<br><b>Anselle Ismael P. Patadon</b><br>Administrative Assistant<br>SDO South Cotabato |
| 4:00 - 5:00 PM                    | Wrap up for Day 1                                                           | PPRD Personnel                                                                                                                                                                             |
| DINNER                            |                                                                             |                                                                                                                                                                                            |
| <b>October 4, 2026</b>            |                                                                             |                                                                                                                                                                                            |
| BREAKFAST                         |                                                                             |                                                                                                                                                                                            |
| 8:00 – 8:15 AM                    | Management of Learning/Energizer/Preliminaries                              | Identified SDO Participants                                                                                                                                                                |
| 8:15 – 10:30 AM                   | Discussion of Contents of LIS-BEIS Coordinator Handbook                     | <b>Remos G. Baclaan</b><br>Project Development Officer I<br>SDO Sultan Kudarat                                                                                                             |
| AM SNACKS                         |                                                                             |                                                                                                                                                                                            |
| 10:30 – 12:00 AM                  | Continuation of the Discussion of Contents of LIS-BEIS Coordinator Handbook | <b>Remos G. Baclaan</b><br>Project Development Officer I<br>SDO Sultan Kudarat                                                                                                             |
| LUNCH                             |                                                                             |                                                                                                                                                                                            |
| 1:00 – 1:15 PM                    | Management of Learning and Energizer                                        | Selected SDO Participants                                                                                                                                                                  |
| 1:15 – 3:00 PM                    | Continuation of the Discussion of Contents of LIS-BEIS Coordinator Handbook | <b>Remos G. Baclaan</b><br>Project Development Officer I<br>SDO Sultan Kudarat                                                                                                             |
| SNACKS                            |                                                                             |                                                                                                                                                                                            |
| 3:00 – 4:00 PM                    | Continuation of the Discussion of Contents of LIS-BEIS Coordinator Handbook | <b>Remos G. Baclaan</b><br>Project Development Officer I<br>SDO Sultan Kudarat                                                                                                             |
| 4:00 – 4:30 PM                    | Wrap Up and Feedbacking for the Improvement of the Handbook                 | <b>Remos G. Baclaan</b><br>Project Development Officer I<br>SDO Sultan Kudarat<br><br><b>All Participants with Regional Officer</b>                                                        |
| 4:30 – 5:00 PM                    | Closing Activity                                                            | PPRD Personnel                                                                                                                                                                             |
| DINNER                            |                                                                             |                                                                                                                                                                                            |
| HOME SWEET HOME (October 5, 2026) |                                                                             |                                                                                                                                                                                            |