



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 141, s. 2025

TO: ASDS
CID and SGOD Chiefs
All School Heads

SUBJECT: **BASIC EDUCATION INFORMATION SYSTEM (BEIS) SY 2024-2025
DATA COLLECTION, VALIDATION AND SUBMISSION**

DATE: April 4, 2025

1. In conformity with DepEd Order No. 27, s. 2019 entitled **Guidelines on Yearly Collection of Data/Information Requirements and Validation Process**, this Office, this Office instructs all schools to conduct data collection and submit/upload their updated School Profile SY 2024-2025 to the Basic Education Information System.
2. The BEIS Data Gathering Forms can be downloaded from the school head's BEIS/LIS account. For the guidance of all concerned, following is the the link for the presentation materials: tinyurl.com/PaxMaterials-BEIS
3. Listed below are the members of the BEIS Validation Team:

SDO CALBAYOG BEIS VALIDATION TEAM		
	Data Element	Program Focal Person/Validator
1	ALIVE (Arabic Language Instruction & Values Education)	Jose O. Abon , PSDS Division ALIVE Coordinator
2	Career Guidance/Advocacy	Dr. Nelson R. Bello , EPS -Values
3	Computers, Internet and ICT-Related Data	Gary H. Ballon , IT Officer I
4	Data on MOOE	Sheryll Ann Marie G. Lacaba , CPA Division Accountant
5	Data on Trainings	Marita P. Senolos , SEPS (HRTD) Rosalia M. Rivera , EPS 2 (HRTD)
6	DRRM and other DRR-related data	Eric R. Doroja , PDO II, DRRM Coordinator



7	Electricity, School Location and Travel Details	Engr. Jordan B. de Veyra , Engineer III
8	LAC Sessions Conducted Trainings on Pedagogy	Joy B. Saldana , EPS -Science
9	Learner Rights and Protection	Joana Lou V. Portura , PDO 1
10	Learner/School Government Program	Marian C. Advincula , PDO 1 Division Youth Formation Coordinator
11	Personnel Data	Jennifer C. Alvarez , HRMO-Designate
12	Research	Galina V. Panela , SEPS (PRS)
13	SPED/SNEd	Annabelle O. Yangzon , PSDS Division SNEd Coordinator
14	School Sports, Private School Data	Oscar D. Billate, Jr. , OIC-EPS/SGOD Asther E. Bachar , EPS 2 (M&E)
15	School Health Nutrition, Water Supply, Solid Waste Management and Tobacco Control	Dr. Arlene C. Catalan, Dentists and Nurses School Health Personnel
16	School Site Data	Atty. Rhea P. Aguado Legal Officer-Designate
17	School Information	Ma. Marlie M. Mendoza Division Planning Officer
18	TLE	Arnold M. Jaraba , EPS-TLE
19	Head of Office	Margarito A. Cadayona, Jr. PhD, CESO VI OIC-Schools Division Superintendent

4. Schools shall observe the following steps for the BEIS data collection for SY 2024-2025:

- a) Download the BEIS form from the system.
- b) Update/provide all data/information requirements including names and positions of validators.
- c) Data/information gathered shall be validated by the program focal person who shall affix his/her signature on the forms.
- c) Print one (1) copy, and submit to the Planning & Research Section for online validation.

5. The **table validation** will be conducted on **April 28-29, 2025 at the SDO Conference Hall** with the following schedules:

DISTRICTS	SCHEDULE
Tinambacan 1, 2, 3	Apr 28, 2025 (AM)
Calbayog 4, 5, 6	Apr 28, 2025 (PM)
Oquendo 1, 2, 3	Apr 29, 2025 (AM)

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Calbayog 1, 2, 3

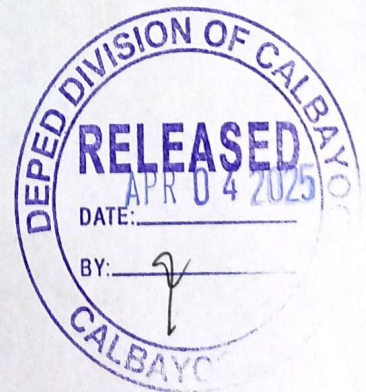
Apr 29, 2025 (PM)

- 5.1 School Heads are requested to bring their list of teachers, alphabetically arranged by position. **For JHS**, identify those who belong to the plantilla of the school.
- 5.2 Bring a copy of your SY 2023-2024 BEIS during the validation.
- 5.3 A **separate validation schedule for private schools** shall be coordinated by SDO Calbayog Private Schools Coordinator.
5. BEIS School Profiles validation and submission/uploading shall **not be later than Apr 30, 2025** .
6. School Heads are reminded of their responsibility in ensuring accuracy and correctness of data reported in both physical and online reporting systems.
7. For clarifications and queries, please contact the Division Planning Officer through this number, 0927256491.
8. Expenses incurred relative to the conduct and participation to this activity may be charged against local funds/School MOOE subject to the usual accounting and auditing guidelines.
9. Immediate dissemination of and compliance with this Memorandum are desired.

MARGARITO A. CADAYONA JR., PhD CESO VI
OIC- Schools Division Superintendent

For the Schools Division Superintendent:

K.S.
GRACE S. PAGUNSAN *f*
Administrative Officer V
Officer In-Charge
so # 019 S. 2025



SGOD-PRS-YENG