



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

DIVISION MEMORANDUM

No. 187, s. 2026

TO : ASDS
CID and SGOD Chiefs
All Public and Private School Heads

SUBJECT : **BASIC EDUCATION INFORMATION SYSTEM (BEIS)
DATA COLLECTION AND VALIDATION FOR SY 2025-2026**

DATE : May 7, 2026

1. In conformity with DepEd Memorandum No. 28, s. 2026 entitled **Guidelines on the BEIS Data Collection and Validation for SY 2025-2026**, this Office, through the Schools Governance and Operations Division-Planning and Research Section, directs all public and private schools to update their school information and other data elements in the BEIS through the accomplishment of data gathering forms available in the Basic Education Information System (BEIS) for SY 2025-2026.

2. To ensure that the data reported by schools in the system is accurate, the SDO BEIS Validation Team is hereby created:

SDO CALBAYOG BEIS VALIDATION TEAM		
	Data Element	Program Focal Person/Validator
1	Learners	Marlie M. Mendoza , Div. Planning Officer Arnold M. Jaraba , EPS I- TLE
2	Classes/School Information	Ma Marlie M. Mendoza , Div. Planning Officer
3	SNEd Learning Resources	Josephine L. Gallardo , OIC-EPS I SNEd Coordinator
4	School Personnel	Jennifer C. Alvarez , HRMO-Designate
5	Learner Organizations Career Guidance	Marian C. Advincula , PDO I Division Youth Formation Coordinator Dr. Nelson R. Bello , EPS 1-Values Guidance Coordinator
6	Information and Communications Technology Data	Gary H. Ballon IT Officer I
7	Electrical Supply	Engr. Jordan B. de Veyra , Division Engineer



8	School Site and Location	Atty. Rhea P. Aguado , Legal Officer
9	School Health and Nutrition	Dr. Arlene C. Catalan , Medical Officer III
10	Learner Rights and Protection	Joanna Lou V. Portura , EPS II-SMN
11	School Sports Program	Oscar D. Billate, Jr. , EPS-SGOD
12	DRRM and other DRR-Related data	Eric R. Doroja , PDO II, DRRM Coordinator
13	Data on School MOOE	Sheryll Ann Marie G. Lacaba , CPA Division Accountant
14	Private School Data	Oscar D. Billate , EPS 1-SGOD Rosalia M. Rivera , SEPS-M&E Asther E. Bachar , EPS II-M&E

3. Schools shall observe the following steps for the BEIS data collection for SY 2025-2026:

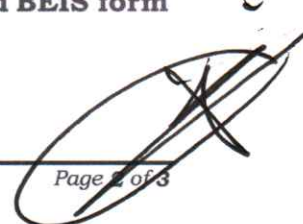
- a) Download the BEIS form from the system.
- b) Provide all data/information requirements in the BEIS Data Gathering Form, including names and positions of program focal persons/validators.
- c) Data/information gathered shall be validated by the program focal person who shall affix his/her signature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

4. The timelines for this activity shall be as follows:

ACTIVITY	PERSON/DISTRICTS INVOLVED	SCHEDULE
Table Validation	Tinambacan 1, 2, 3	May 19, 2026 (AM)
	Calbayog 4, 5, 6	May 19, 2026 (PM)
	Oquendo 1, 2, 3	May 20, 2026 (AM)
	Calbayog 1, 2, 3	May 20, 2026 (PM)
Submission of Validated Government School Profile (GSP)	Schools Heads	May 19-25, 2026
Uploading of Validated Government School Profile (GSP) in the BEIS	Schools Heads	May 19-31, 2026
Online Validation and Monitoring	PRS-Planning Officer	May 19-June 15, 2026

4.1 School Heads are requested to bring their list of teachers, alphabetically arranged by position. **For JHS**, please identify those who belong to the plantilla of the school.

4.2 Bring the printed copy of your SY 2025-2026 **accomplished BEIS form** during the validation.



- 4.3 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 May 31, 2026.**
6. School Heads are reminded of their responsibility in ensuring quality, accuracy and timeliness of data reported in both physical and online reporting systems.
7. Expenses incurred related to the conduct and participation in this activity may be charged against local funds/School MOOE subject to the usual accounting and auditing guidelines.
8. Immediate dissemination of and compliance with this Memorandum are desired.


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

SGOD-PRS-YENG

