



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

March 14, 2025

Division Memorandum

No. 0071, s. 2025

**BASIC EDUCATION INFORMATION SYSTEM (BEIS)
SCHOOL YEAR 2024-2025 DATA COLLECTION**

To: Assistant Schools Division Superintendent
Chief, Education Supervisors, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
School BEIS Coordinators
Public and Private

Pursuant to DepEd Order No. 27, s. 2019 titled Guidelines on the Yearly Collection of Data/Information Requirement and Validation Processes, the Department provides the basis for the annual data collection in the Basic Education Information System. It instructs all public and private schools to update the school profile and other data elements. Anent to this, the Planning and Research Section will conduct an Online Orientation for Data Collection, Encoding and Uploading of School Profile in the BEIS on the following schedule:

| Date | District/School |
|--------------------------|---|
| March 25, 2025 – 9:00 PM | BEIS Coordinators -Elementary in Congressional District 1 |
| March 25, 2025 – 1:30 PM | BEIS Coordinators -Elementary Schools in Congressional District 2 |
| March 26, 2025 – 9:30 AM | BEIS Coordinators -Secondary Schools |
| March 26, 2025 – 1:30 PM | BEIS Coordinators - Private Schools |

The orientation recognizes the important role of accurate and reliable reporting of school-related data on the Department's existing programs, human resources, and crucial resources, among others, that will enable policy makers and education managers to craft policies and make informed decisions given the current situation. This activity primarily seeks the following objectives:

- To orient and capacitate the participants on the correct reporting, hence a common understanding on data elements, definitions and concepts; and
- To ensure the accuracy and quality of data to be reported in the BEIS

It is further directed that the program focal persons in the division shall validate their program data to ascertain that the data reported are correct and validated. Listed hereunder are the data elements and the program focal persons:

| Data Elements | Division Focal Person |
|--|---|
| Curriculum-related data on learners (IP, Muslim Education, SNeD) | SNEd - Adonis P. Layaguin Education Program Supervisor |
| | ALIVE – Shiela D. Sionosa/Norma B. Gacote Education Program Supervisor |
| | IP Ed – Ronnie A. Publico Public Schools District Supervisor |
| DRRM and other related activities | Jillian A. Casal/John Bert S. Batiao |
| Teaching and Non-Teaching Personnel | Relyn B. Gallardo HRMO |
| Computer, Internet and other ICT Equipment | Engr. Paul E. Arsolon Information Technology Officer |
| MOOE | Ma. Lourdes M. Quesada, CPA Accountant |
| Instructional/Non-Instructional Rooms, Electricity, School Location, Travel Details, School Site | Engr. Elielou P. Jumawan Division Project Engineer |
| School Health and Nutrition including Solid Waste Mgt, Tobacco Control | Henry Jr. S. Villarosa, MD Medical Officer III |
| School Sports | Clemente E. Timbal/Denise Lagumbay Public Schools District Supervisor |
| Career Guidance, Learner Government Program, Learner Rights and Protection | April Julie Mae P. Gonzaga / Nicole Aubrey Amoguis Project Development Officer I |
| LAC Session conducted in SY 2022-2023 and planned LAC for SY 2023-2024 | Romela T. Pangadoyon SEPS - HRD June Angelo A. Mercado Education Program Specialist II |

School Heads are also reminded that they shall be responsible for validating the accuracy and correctness of the data reported by their school.

To ensure 100% compliance of the aforementioned activity, **listed TIMELINES shall be strictly followed:**

| Inclusive Date | Activity |
|---------------------------------|--|
| March 17 – 28, 2025 | Gathering of School Data through the different school program focal persons |
| March 25-26, 2025 | Online Orientation |
| March 31, 2025 to April 4, 2025 | Consolidation of the gathered data through the Data Gathering Forms and Uploading in the BEIS |
| April 7-23, 2025 | Table Validation by the Division Focal Persons |
| April 24 – 30, 2025 | Online Validation by the Division Planning Team |

Immediate and wide dissemination of this memorandum is desired.

REYNALDO B. MEELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge

3-17-25
/s/