



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

23-01195  
SPEP DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
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**Office of the Schools Division Superintendent**

January 10, 2023

Division Memorandum  
NO. 0014, s. 2023

**Schedule of Encoding and Uploading of the School Profile in the Basic Education Information System (BEIS)**

To: Elementary and Secondary School Administrators  
LIS/BEIS Coordinators  
Public and Private

1. In line with the annual collection of data/information requirements in the new normal, all schools are directed to accomplish the data gathering forms and upload the reviewed data in the Basic Education Information System (BEIS).
2. It is expected that the following important data will be prepared/updated by the different school coordinators and validated by the school administrators prior to the encoding of the school profile:
  - Updated Profile of Teachers (Assignment and Specialization, Trainings, Position Titles, Educational Attainment)
  - Profile of SPED learners
  - Learning Resources Needed for Learners with Disability
  - MOOE Allocation, Utilization and Liquidation (January – December 2021)
  - Health and Nutrition and Oral Health Data (cancer cases among learners and school personnel, tooth extraction, vision screening and nutritional status of learners)
  - Inventories (Sports and ICT Equipment)
3. To ensure 100% compliance of the aforementioned activity, it is further directed that schedule of uploading will be followed:

Date	District/School
January 31, 2023	Private Schools
February 1, 2023	Kapalong West and San Isidro Districts
February 2, 2023	Langilan District
February 3, 2023	Talaingod District
February 6, 2023	New Corella District
February 7, 2023	BE Dujali and Carmen Districts
February 8, 2023	Sto. Tomas East and Sto. Tomas West Districts
February 9, 2023	Secondary Schools
February 10, 2023	Asuncion Districts
February 14, 2023	Kapalong East District

4. One hardcopy of the said school profile must be submitted to the Division Office, attention: Planning and Research Section on or before **January 25, 2023** for the incoming validation activity.
5. Please take note of the following:
  - a. Integrated Schools that share the same facilities such as water supply, electrical supply, internet connectivity, and wash facilities shall report the same data in all levels.
  - b. If the integrated school has only one electric/water/internet billing for both elementary and secondary levels, the average cost of monthly bills/maintenance shall be the same for both levels.
  - c. The number of computes for integrated schools shall be counted based on the recipient level. For example, computers allocated in elementary schools must only be counted in elementary, even if same computers are used by both elementary and secondary learners.
  - d. In private schools offering elementary, junior high school, and senior high school, the number of computes shall be counted based on the number of hours the compute is used by a particular level. For example, if computers are used by learners in junior high school more than the learners in elementary, the computers shall be counted in junior high school.
6. Everyone is enjoined to continually support and recognize the value of equality and diversity during the conduct of the said activity.
7. Immediate and wide dissemination of this memorandum is desired.

**ALLAN G. FARNAZO**

Director IV

and concurrent Officer-In-charge

Office of the Schools Division Superintendent

For the Schools Division Superintendent:



**REBECCA C. SAGOT, CESO VI**

Assistant Schools Division Superintendent