



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

Office of the Schools Division Superintendent

March 19, 2024

Division Memorandum

No. 0113 s. 2024

**BASIC EDUCATION INFORMATION SYSTEM (BEIS)
SCHOOL YEAR 2023-2024 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, 2024 – 1:30 PM	BEIS Coordinators -Elementary Schools in Congressional District 1
March 26, 2024 – 9:00 AM	BEIS Coordinators -Elementary Schools in Congressional District 2
March 26, 2024 – 1:30 PM	BEIS Coordinators -Secondary Schools
March 27, 2024 – 9:00 AM	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 - Exelsis Deo A. Deloy Education Program Supervisor
	ALIVE - Lourdes A. Navarro Education Program Supervisor
	IP Ed - Ronnie A. Publico Public Schools District Supervisor
DRRM and other related activities	Mary Kristine C. Sagot, RN Nurse II
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 Public Schools District Supervisor
Career Guidance, Learner Government Program, Learner Rights and Protection	Jillian April A. Casal Project Development Officer II
LAC Session conducted in SY 2022-2023 and planned LAC for SY 2023-2024	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 25-27, 2024	Online Orientation
April 1-5, 2024	Gathering of School Data through the different school program focal persons
April 8 -12, 2024	Consolidation of the gathered data through the Data Gathering Forms to be accessed through this link: https://tinyurl.com/BEIS-Data-Forms-SY20232024
April 15-19, 2024	Table Validation by the Division Focal Persons
April 22-26, 2024	Uploading/Encoding of the School Profile in the BEIS
April 29 - May 3, 2024	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:


EDUARD C. AMOGUIS 3/18/24
Chief, Curriculum Implementation Division
Officer In-Charge

