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

**Office of the Schools Division Superintendent**

April 18, 2022

Division Memorandum  
No. 507, s. 2022

**Online Orientation for the Encoding and Uploading of School Profile in the Basic Education Information System (BEIS) for School Year 2021-2022**

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

1. To support the conduct of annual data collection in the new normal, the Planning and Research Section will conduct an Online Orientation for Encoding and Uploading of School Profile on Basic Education Information System (BEIS) on the following schedule, to wit:

Date and time	Participants
April 25, 2022 - 9:00 AM	LIS/BEIS Coordinators -Elementary Schools in Congressional District 1
April 25, 2022 -1:30 PM	LIS/BEIS Coordinators -Elementary Schools in Congressional District 2
April 26, 2022 - 9:00 AM	LIS/BEIS Coordinators -Secondary Schools
April 26, 2022 - 1:30 PM	School Registrars - Private Schools

2. 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 Basic Education information System (BEIS).
3. 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 2020)
  - 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)
4. You are advised to implement strict health protocols like wearing of face mask, face shield, and observe social distancing. A personal kit with alcohol and sanitizer shall be brought as well. Likewise, you are enjoined to continually support and recognize the value of equality and diversity during the conduct of the said activity.
5. Immediate and strict compliance of this memorandum is desired.



**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent