



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2026- 0 1 1 6

To: Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary and Secondary School Heads
All Others Concerned

Subject: **ORIENTATION FOR THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) SCHOOL YEAR 2025-2026 DATA COLLECTION**

Date: March 23, 2026

1. Pursuant to DepEd Order No. 27, s. 2019, titled *Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*, public and private schools are directed to update the school profiles and other required data elements. In line with this, the Planning and Research Section will conduct an Online Orientation on the Data Collection, Encoding, and Uploading of School Profiles in the BEIS on the following schedule:

Date	District/School
March 27, 2026 – 8:00 AM - 12 noon	LIS/BEIS Coordinators -Public Elementary, Secondary and Integrated Schools
April 6, 2026 – 8:00 AM – 12 noon	LIS/BEIS Coordinators -Private Schools

2. The orientation recognizes the critical importance of accurate and reliable reporting of school-related data on the Department's existing programs, human resources, and other essential resources. Such data enables policymakers and education managers to formulate responsive policies and make informed decisions considering the current situation. This activity aims to achieve 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.

3. It is further directed that the focal persons in the division shall validate their program data to ensure the accuracy and reliability of the reported information.

4. **School Heads are hereby directed to ensure the accuracy and correctness of all reported data and shall be held accountable for any discrepancies or errors.**

5. To ensure 100% compliance of the activity, **listed TIMELINES shall be strictly followed** (see enclosure).



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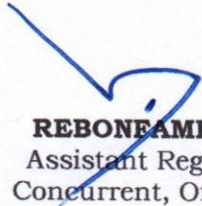
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6. Furthermore, the Equal Opportunities Principle (EOP) shall always be observed in participating in this activity, where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliation.
7. Immediate and wide dissemination of this Memorandum is desired.


REBONGAMIL R. BAGUIO
Assistant Regional Director
Concurrent, Officer-In-Charge
Office of the Schools Division Superintendent



Enclosure: As stated
SGOD/smgd:planning&research
FN: ORIENTATION FOR THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) SCHOOL YEAR 2025-2026 DATA COLLECTION



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Enclosure to DM-SGOD-2026-

LIST OF DATA ELEMENTS AND THE PROGRAM FOCAL PERSONS

Data Elements	Division Focal Person
Curriculum-related data on learners (IP, Muslim Education, SNeD)	SNEd - Adones P. Layaguin Education Program Supervisor
	ALIVE – Shiela D. Sionosa/Norma B. Gacote Education Program Supervisor
	IPEd – Ronnie A. Publico Public Schools District Supervisor
DRRM and other related activities	Eldito C. Loquinio PDO II John Marc F. Echinique DRRM Coordinator
Teaching and Non-Teaching Personnel	Joanna Mari C. Borbon HRMO
Computer, Internet and other ICT Data in schools	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. Ian Clark G. Lazo Division Project Engineer
School Health and Nutrition including Solid Waste Mgt, Tobacco Control	Mercedita C. Pag-ong, MD Medical Officer III
School Sports	Arnel F. Labasan SEPS – SMME Denise Lagumbay School Sports Coordinator
Career Guidance, Learner Government Program, Learner Rights and Protection	April Julie Mae P. Gonzaga/ Nicole Aubrey Amoguis Project Development Officer I



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LAC Session conducted in SY 2025-2026 and planned LAC for SY 2026-2027	Romela T. Pangadoyon SEPS - HRD June Angelo A. Mercado Education Program Specialist II
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TIMELINE OF THE ACTIVITY

Inclusive Date	Activity
March 24 – 31, 2026	Gathering of School Data through the different school program focal persons
March 27, 2026, and April 6, 2026	Online Orientation
April 6, 2026, to April 17, 2025	Consolidation of the gathered data through the Data Gathering Forms and Uploading in the BEIS
April 20, 2025 – May 8, 2026	Table Validation by the Division Focal Persons
May 11-15, 2026	Online Validation by the Division Planning Team