



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**27 Feb 2023**

DIVISION MEMORANDUM  
SGOD No. **035**, s. 2023

**CONDUCT OF ONE-DAY ORIENTATION-WORKSHOP AND UPLOADING ON THE  
BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA/INFORMATION  
REQUIREMENTS PORTAL FOR SCHOOL YEAR 2022-2023  
AND LEARNER INFORMATION SYSTEM (LIS)**

To: Public School District Supervisors/Principals In-Charge  
Public Elementary & Secondary Schoolheads  
Public and Private Elementary & Secondary School LIS/BEIS Coordinators  
All Others Concerned

1. In reference to DepEd Order No. 27, series of 2019 and Unnumbered National Memorandum signed by USEC and Chief of Staff Epimaco V. Densing III dated December 5, 2022, the Department's operation recognizes that the data from BEIS and LIS are crucial in ensuring the availability and quality data utilized for planning, policy making, allocation of resources, and setting operational standards.

2. Anent this, the Planning & Research Section (PRS) shall conduct a **One-Day Orientation-Workshop, and Uploading on the Basic Education Information System (BEIS) Data/Information Requirements for School Year 2022-2023 and Learner Information System (LIS)** by batches at Cinco Niñas Convention Center, Koronadal City on **March 6-10, 2023**.

3. This activity aims to:

- a. provide a common understanding of the new data/information requirements, concepts, and definitions;
- b. ensure that BEIS or LIS Coordinators and all others concerned are breast of the process and protocols in the data collection, uploading in the BEIS portal, and validation; and
- c. ensure that the needed data and information will be collected and made available to the different stakeholders for policy formulation and allocation of resources.

4. To ensure the smooth flow of the implementation of BEIS and LIS activities, the following are to be observed strictly:

*[Signature]*  
SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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- a. Participants are required to download and accomplish the School Profile (GESP/GJHSP/GSHSP/PSP) through the BEIS Portal using the School Head Account before the said schedule and bring them during the orientation-workshop, and for the uploading in the BEIS Portal after the activity.
  - b. Participants are required also to bring laptops, and portable WIFI device for back-up internet connectivity needed for synchronous learning sessions; and
  - c. The participants are expected to bring their own extension cords to ensure maximum involvement.
5. Please refer to Enclosure No. I for the specific Clustering Details and Schedules and to Enclosure No. II for the Activity Matrix.
6. Participants to this activity will only be limited to the BEIS or LIS Coordinators of both Public and Private Elementary and Secondary Schools. Thus, one (1) participant only per school. In the case of Integrated Schools, one (1) participant shall strictly attend in elementary schedule only.
7. Participants are advised to upload the accomplished School Profile (GESP, GJHSP, GSHSP, and PSP) in the BEIS Portal right after the activity or within the week after.
8. Since this is a face-to-face activity, it shall strictly comply with the Covid-19 Health Protocols. Hence, all participants are advised to wear face mask, and observe social distancing during the duration of the activity.
9. Further, to strictly implement DepEd Order No. 9, s. 2005 titled **Instituting Measures to Increase Engaged Time-on-Task**, all schoolheads concerned shall assign relieving teachers to take over the classes of the teacher-participants to ensure no disruption of classes.
10. Meals and snacks shall be charged against HRTD Fund of the Schools Division Office.
11. Travel expenses of the participants shall be chargeable against MOOE or local funds subject to the usual accounting rules and auditing procedures.

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12. For inquiries and clarifications, please contact Mark Jefferson R. Montano, Planning Officer III through cellphone number 09177068755 or FB messenger.
13. Immediate dissemination of this memorandum is directed.

**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index  
under the following subjects:

LEARNERS  
ORIENTATION  
WORKSHOP

MJRM/DM-conduct of one day orientation-workshop, and uploading on the basic education information system (BEIS) data/information requirements for school year 2022-2023 and learner information system (LIS)  
0000/February 27, 2023

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