



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

03 April 2024

DIVISION MEMORANDUM
SGOD No. **043** s. 2024

**CONDUCT OF ONE-DAY VIRTUAL ORIENTATION ON THE ENCODING AND
UPLOADING OF THE BASIC EDUCATION INFORMATION SYSTEM (BEIS)
DATA/INFORMATION REQUIREMENTS FOR SCHOOL YEAR 2023-2024
AND LEARNER INFORMATION SYSTEM (LIS)**

To: Public School District Supervisors/Principals In-Charge
Public and Private Elementary & Secondary School Heads/Administrators
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 DepEd Memorandum signed by Usec Nolasco A. Mempin and Asec Noel T. Bsluyan dated March 8, 2024, the Department provides the basis for the annual data collection. It instructs all public and private schools including State/Local Universities and Colleges offering basic education in the country to update the school profile and other data elements through the accomplished data gathering forms.
2. The Department remains committed to ensuring the collection and generation of quality education data. This data will aid in allocating crucial resources, budgeting, policy making, monitoring and evaluation, and improving the delivery of quality basic education in the country. This also recognizes and reiterates the vital role of all personnel across all levels of governance in reporting correct data in the system, as well as in producing accurate statistics that will support the successful implementation of priority programs under the **MATATAG Agenda**.
3. Anent this, the Division Planning & Research Section (PRS) shall conduct a **One-Day Virtual Orientation on the Encoding and Uploading of the Basic Education Information System (BEIS) Data/Information Requirements for School Year 2023-2024 and Learner Information System (LIS)** on April 11, 2024 for Public Schools and April 12, 2024 for Private Schools.
4. This activity aims to:
 - a. provide updates on roles and responsibilities/accountabilities;



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

- b. discuss additional/revised data elements in the BEIS Forms and provide a common understanding of the new data/information requirements, concepts, and definitions;
 - c. ensure that BEIS or LIS Coordinators and all others concerned are abreast of the process and protocols in the data collection, uploading in the BEIS portal, and validation;
 - d. introduce new facilities in the system (LIS, BEIS, and eBEIS); and
 - e. ensure that the needed data and information will be collected and made available to the different stakeholders for policy formulation and allocation of resources.
5. To ensure the smooth flow of the implementation of BEIS and LIS activities, these are to be observed strictly.
- a. Participants are required to download the School Profile BEIS Forms (GESP/GJHSP/GSHSP/PSP) through the BEIS Portal using the School Head Account.
 - b. The school-designated focal person for each program together with the School Validating Team (SVT) shall accomplish the downloaded School Profile BEIS Forms and validate the accuracy and completeness of the data elements.
 - c. The school-designated BEIS/LIS coordinator shall process the signing of the School Profile BEIS Forms in 1 set to the division focal person/validators and submit them to the Planning and Research Section for the final validation.
 - d. The Planning and Research Section will notify the school for the Uploading of the final School Profile BEIS Forms in the BEIS Portal.
 - e. The uploaded and validated School Profile BEIS Forms shall be printed in 1 set and submitted to the Planning and Research Section for the final signing of the division validators with the Schools Division Superintendent.
 - f. The school will be notified for the retrieval of the signed School Profile BEIS Forms.
6. Personnel concerned are advised to refer to the enclosure for the **Activity Matrix**.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

7. Participants to this activity will be the designated BEIS or LIS Coordinators or Registrars of both Public and Private Elementary and Secondary Schools.
8. Extensions Schools may opt to attend the activity but your accomplished GESP Forms will be submitted and reflected to the mother/main school.
9. Participants of public schools are advised to join through this link <https://tinyurl.com/BEIS-Public> on April 11, 2024 and for private schools <https://tinyurl.com/BEIS-Private> on April 12, 2024. For confirmation of attendance, personnel concerned must accomplish this form through this link <https://tinyurl.com/BEISreg>.
10. For inquiries and clarifications, personnel concerned may contact Mark Jefferson R. Montano, Planning Officer III through cellphone number 09177068755 or FB messenger.
11. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, V
Schools Division Superintendent

Encl.: As stated

References: Unnumbered DM dated March 8, 2024
DO 27, S. 2019

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

LEARNERS ORIENTATION

MJRM/DM-conduct of one-day virtual orientation on the encoding and uploading
of the BEIS data/information requirements for school year 2023-2024
and LIS
0000/April 03, 2024



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

CONDUCT OF ONE-DAY VIRTUAL ORIENTATION ON THE ENCODING AND UPLOADING OF THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA/INFORMATION REQUIREMENTS FOR SCHOOL YEAR 2023-2024 AND LEARNER INFORMATION SYSTEM (LIS)
 April 11-12, 2024 (2 Batches)

ACTIVITY MATRIX

Date	Time	Topics/ Activities	Persons Responsible
April 11, 2024 - Thursday (Public Schools)	7:30 – 8:30 AM	Registration of Participants & Attendance	Secretariat AVP
	8:30 – 9:00 AM	Preliminaries Invocation/National Anthem	
April 12, 2024 – Friday (Private Schools)	9:00 – 9:15 AM	Attendance Check	Cristopher T. Frusa SGOD Chief
	9:15 – 9:30 AM	Welcome Message	Levi B. Butihen Assistant Schools Division Superintendent
	9:30 – 9:45 AM	Message of Support/ Statement of Purpose	Leonardo M. Balala, V Schools Division Superintendent
	9:45 –10:30 AM	Updates/Overview on the Data Collection & Validation re: DepEd Order 27, s. 2019	Mark Jefferson R. Montano Planning Officer III
	10:30 –10:40 AM	<i>Break</i>	
	10:40 –12:00 NN	Data Management Presentation of Government Elementary, Secondary (JHS & SHS), and Private School Profile (GESP,	Mark Jefferson R. Montano Planning Officer III



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

		GJHSP, GSHSP, and PSP)	
<i>LUNCH BREAK</i>			
	1:00 – 2:30 PM	Data Management Presentation Government Elementary, Secondary (JHS & SHS), and Private School Profile (GESP, GJHSP, GSHSP and PSP)	Mark Jefferson R. Montano Planning Officer III
	2:30 – 2:45 PM	Ticketing System (LIS, BEIS, EBEIS, and NSBI)	Mark Jefferson R. Montano Planning Officer III
	2:45 – 3:00 PM	Timelines of Submission and Validation	Mark Jefferson R. Montano Planning Officer III
	3:00 – 4:00 PM	LIS and BEIS Concerns and Issues <i>(Open Forum)</i>	Mark Jefferson R. Montano Planning Officer III
	4:00 – 5:00 PM	Next Steps and Ways Forward (CLOSING)	Mark Jefferson R. Montano Planning Officer III
HOME SWEET HOME			

Prepared by:

Noted by:

MARK JEFFERSON R. MONTANO
Planning Officer III

CRISTOPHER T. FRUSA
SGOD Chief

Approved:



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph

Enclosure to Division Memorandum SGOD No. _____, s. 2024



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

LEONARDO M. BALALA, CESO V
Schools Division Superintendent 



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph