



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

Office of the Schools Division  
Superintendent

22 Apr 2024

DIVISION MEMORANDUM  
SGOD No. 049, s. 2024

ADDENDUM TO DIVISION MEMORANDUM SGOD No. 043 ON 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 Schools 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 Division Memorandum SGOD No. 043, s. 2024 on **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**, this office informs all schools concerned that the Paragraph 5 letter c states that 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. This shall be assigned to school-designated BEIS/LIS coordinator or any other school personnel.
2. Meals, snacks, travel expenses and other incidental expenses of the school personnel shall be charged to the school MOOE or other local funds subject to the usual accounting and auditing rules and regulations.
3. For inquiries and clarifications, personnel concerned may contact Mark Jefferson R. Montano, Planning Officer III through cellphone number 09177068755 or FB messenger.
4. All the other provisions of the previously issued memorandum shall remain in full force and effect.



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5. Immediate dissemination of this memorandum to all concerned is desired.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: None

References: DM SGOD 043, S. 2024

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

LEARNERS  
SCHOOLS

ORIENTATION

MJRM/DM-addendum to DM SGOD No. 043 s. 2024  
0000/April 22, 2024