



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

Office of the Schools Division
Superintendent

08 Apr 2025

DIVISION MEMORANDUM
SGOD No. **035** s. 2025

CONDUCT OF ONE-DAY VIRTUAL ORIENTATION ON THE ENCODING AND
UPLOADING OF THE BASIC EDUCATION INFORMATION SYSTEM (BEIS)
DATA GATHERING FORMS FOR SCHOOL YEAR 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisor - SGOD
Public School District Supervisors/Principals In-Charge
Public and Private Elementary & Secondary School Heads/Administrators
Public and Private Elementary & Secondary School LIS/BEIS Coordinators
Planning and Research Section Personnel
All Others Concerned

1. In reference to DepEd Order (DO) No. 27, series of 2019 titled, **Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes**, the Department instructs all public and private schools including state and local universities and colleges offering basic education to update the school profile and other data elements in the BEIS data gathering forms.
2. The Department remains committed to ensuring the collection and generation of quality education data. This data shall 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.
3. Anent this, the School Governance and Operations Division through the Planning & Research Section (PRS) shall conduct a **One-Day Virtual Orientation on the Encoding and Uploading of the Basic Education Information System (BEIS) Data Gathering Forms for School Year 2024-2025** on April 11, 2025 from 8:00 a.m. to 5:00 p.m. to all public and private elementary and secondary schools.
4. This activity aims to:
 - a. provide updates on the roles, responsibilities, and accountabilities across all levels of governance,



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- 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 school heads, BEIS/LIS coordinators and all others concerned are abreast of the processes and protocols in the data collection, uploading in the BEIS portal, and validation,
 - d. introduce new facilities in the BEIS, and cBEIS, and
 - e. ensure that the needed data and information shall 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 activities, the following guidelines shall be strictly observed.
- a. Participants are required to download the School Profile BEIS forms (GESP/GJHSP/GSHSP/PSP) or import the previous school profile and make some updating, if any, through the BEIS portal using the school head's 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 assigned school personnel shall process the signing of the School Profile BEIS Forms in one set to the division focal persons/validators and submit the same to the Planning and Research Section for final validation.
 - d. Meals and snacks, travelling and other incidental expenses of the participants shall be charged to school MOOE or other local funds subject to the usual accounting and auditing rules and regulations.
 - e. The Planning and Research Section shall notify the school on the uploading of the final and accomplished School Profile BEIS templates in the BEIS portal.
 - f. Participants in this activity are school heads and designated BEIS or LIS coordinators or registrars of both public and private elementary and secondary schools. They are advised to access the BEIS presentations and



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other materials through this google drive at <https://tinyurl.com/24-25BEISMaterials>

- g. Extensions schools may opt to attend the activity, but the accomplished BEIS forms shall be reflected in the mother/main school.
6. Participants are advised to join the virtual orientation through this link <https://tinyurl.com/24-25BEISOrientation> on April 11, 2025. Further, they are advised to confirm their attendance through this link <https://tinyurl.com/24-25BEISAttendance>
7. For inquiries and clarifications, personnel concerned may contact Mark Jefferson R. Montano, Planning Officer III via cellphone number 09177068755 or FB messenger.
8. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

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

DATA
LEARNERS

FORMS
ORIENTATION

MJRM/DM-conduct of one-day virtual orientation on the encoding and uploading of the BEIS data gathering forms for school year 2024-2025
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