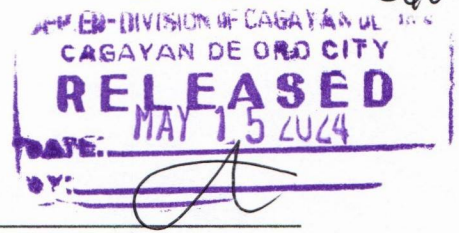




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

15 May 2024

DIVISION MEMORANDUM

No. 360 s.2024

ADDENDUM CORRIGENDUM TO DM NO. 267 S. 2024 ON THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA COLLECTION FOR SY 2023-2024

TO: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD and CTD)
Public Schools District Supervisors
Education Program Supervisors/Specialists
Senior Education Program Specialists
Concerned SGOD Personnel
Concerned CTD Personnel
Public and Private Elementary School Heads
Public and Private Secondary School Heads
SUC/LUC School Heads
This Division

1. This field is hereby informed of the changes and additional information to Division Memorandum No. 267 s. 2024 relative to the Basic Education Information System (BEIS) Data Collection for SY 2023-2024. Below are the schedules:

2. **The schools are advised to observe the timelines of BEIS activities:**

Activities	Timeline
1. Data Validation	May 20-21, 2024
2. Closing of the System	May 31, 2024
3. Generation of Reports	June 3 2024 onwards

3. School heads are also reminded that they are responsible for ensuring the accuracy and correctness of the data reported in both physical and online reporting systems. Thus, the division personnel will conduct data validation on the following schedule for Public and Private Schools, and SUC:



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

School District	Date	Venue
PUBLIC SCHOOLS		
Central, West I, & West II	May 20, 2024 Morning	CDONHS-SHS
Southwest I, Southwest II, & Central	May 20, 2024 Afternoon	CDONHS-SHS
South, North I, & North II	May 21, 2024 Morning	CDONHS-SHS
East I & East II	May 21, 2024 Afternoon	CDONHS-SHS
PRIVATE SCHOOLS & SUCs		
West I & West, II	May 20, 2024 Morning	CDONHS-SHS
Southwest I, Southwest II, & Central	May 20, 2024 Afternoon	CDONHS-SHS
South, North I, & North II	May 21, 2024 Morning	CDONHS-SHS
East I & East II	May 21, 2024 Afternoon	CDONHS-SHS

4. The following SDO program focal persons shall jointly validate the public elementary, junior high, and senior high school profiles and shall sign the forms to ascertain that the data reported are correct and validated:

Data Elements	Division Focal Person
Curriculum-related data: a. Indigenous People b. Muslim c. Special Education d. Multigrade e. Learning Resources	CID Personnel: a. RAY O. MAGHUYOP b. PARAIDA D. ORANGOT c. SHIRLEY A. MERIDARAY d. MARGIE G. ANDRADE e. ROCHELLE A. LUZANO Additional validator: PSDS
DRRM and other related activities	RYAN Q. BLANCO



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Teaching and Non-Teaching Personnel	MARILOU F. NAVAJA JOANNE RUTH S. MADELA MARY KATHERINE P. PALAMINE EFREN B. FACUN
Computer and ICT	JAMES ROBERT Z. SIJO CHRISTIAN DAOHUG
MOOE	ARNEL A. CALUBAG Alternate: Two finance personnel
Instructional/ Non-Instructional rooms including electricity, water, and other sanitation facilities, school location, travel details	Engr. ELY V. MAMACLAY II ALROSE A. VELOZ
School Health Nutrition data:	BALDOMERO MARK B. MESO III
a. Oral Health	a. PAULINE C. ANGARA
b. Medical and Nursing Services	b. YVONNE L. GIRONELLA / FRANCIS LEO C. TAGADIAD
c. Mental Health	c. JEANE R. JOSON
d. Cancer Cases	d. YVONNE L. GIRONELLA / FRANCIS LEO C. TAGADIAD
e. Adolescent Reproductive Health	e. MARIE NIKKI JO M. VALMORIA
f. Tobacco Control	f. NICHOL V. SALIDO / CARMELO MARIO W. PADERANGA
g. Preventive Drug Education	g. NICHOL V. SALIDO / CARMELO MARIO W. PADERANGA
h. Feeding Program	h. SHARON T. POLANCOS
i. Food Handling	i. JOAN A. ARSUA
j. Solid Waste Management	j. MICHELE ALEXANDRIA H. PABELIC
k. Operation and Maintenance of	CRYSTAL CHRISTI P. CARTEL



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Sanitation Facilities 1. Menstrual Hygiene	k. i. MICHELE ALEXANDRIA H. PABELIC
School Sports	ROSALIO V. VITORILLO LEAH S. NENERIA
School Government Program	JAIRUS JOHN M. GOCHUCO LOREDELLE L. TACANDONG
Other data	VERGILBOB M. GOMEZ JEWILYN JOMOC

5. The following SDO program focal persons shall jointly validate the **private school** profiles and shall sign the forms to ascertain that the data reported are correct and validated:

Data Elements	Division Focal Person
e-GASTPE ICT	JAMES ROBERT Z. SIJO MARK EDWARD D. OLANGO
Curriculum-related Data	CID
Teacher and training data	DERROLD MARL S. AVES Alternate Validator: AISA T. BADANA
Rooms, facilities, furniture, water, and electrical supplies	Engr. ELY V. MAMACLAY II ALROSE A. VELOZ
Health programs	Medical Team
Other data	ELEANOR CONSEJO AMOR A. RADAZA

4. Attached is the list of validators in Enclosure 1 the BEIS form guide for the validation, and the Checklist.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, and sexual

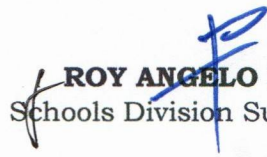


Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

orientation, disability, religion, and ethnicity.

6. Immediate compliance with this Memorandum is desired.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As Stated

Reference: DM 207,221, 267 s 2024

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

BEIS VALIDATION

RSM/ DM



Address: Fr. William Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone No.: (088) 855-0044 or (+63) 9171408777
Email: cagayandeoro.city@depd.gov.ph
Website: depedcdo.net





Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Enclosure 1:

BEIS ENCODING (ELEMENTARY)			
Sheet Name	Area of Validation	Name of Validator	Position Title (If asked) <i>Note: If darken → NOT asked</i>
SchInfo	Planning	RODEL S. MEGOLLAS	Planning Officer III
	Schools Division Office	ROY ANGELO E. GAZO	School Division Superintendent
Tables1-2	ALIVE	PARAIDA D. ORANGOT, PhD	Public Schools District Supervisor
Table3	SNed	SHIRLEY A. MERIDA, PhD	Public Schools District Supervisor
Table6	Division HR	MARILOU F. NAVAJA	Administrative Officer IV
Tables7-8	SEPS-HRTD	DERROLD MARLS. AVES, PhD	Senior Education Program Specialist
Tables14-15	CID	JEAN S. MACASERO, PhD	OIC- Chief Education Supervisor
	SGOD	ROSALIO V. VITORILLO, PhD	Chief Education Supervisor
Table19&Boxes2-3	LAC	JEAN S. MACASERO, PhD	OIC- Chief Education Supervisor
	Action Research	JOEL D. POTANE, PhD	Senior Education Program Specialist
Box4	Youth Formation	JAIRUS JOHN M. GOCHUCCO	Project Development Officer I
Table20	ICT	JAMES ROBERT Z. SIJO	Information Technology Officer I
Table27&Box10	MOOE	ARNEL A. CALUBAG, CPA	Accountant III
	Electricity	ENGR. ELY V. MAMAQAY II	Engineer III
Table29a-c	Health & Nutrition	BALDOMERO MARK B. MESO, MD	Medical Officer III
Boxes26-27	Child Protection	JEAN T. LOQUILLANO, PhD	Senior Education Program Specialist
Table34	Sports	ROSALIO V. VITORILLO, PhD	Chief Education Supervisor
Table35	DRRM	RYAN Q. BLANCO	Project Development Officer II
Box34	IPEd	RAY O. MAGHUYOP	Education Program Supervisor



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

BEIS ENCODING JUNIOR HIGH SCHOOL (JHS)			
Sheet Name	Area Validation	Name of Validator	Position Title(If Asked) <i>Note: If darkened - Not asked</i>
SchInfo	Planning	Rodel S. Megollas	Planning Officer III
	Schools Division Office	Roy Angelo E. Gazo	Schools Division Superintendent
Table 1	Planning	Rodel S. Megollas	Planning Officer III
Table 2	EPS In-charge of TLE/SPTVE	Juan A. Mingo	Public Schools District Supervisor
Table 3	Planning	Rodel S. Megollas	Planning Officer III
Table 4	EPS In-charge of TLE/SPTVE	Juan A. Mingo	Public Schools District Supervisor
Table 8-11	Division HR	Marilou F. Navaja	Administrative Officer IV
Table 12-15	CID	Jean S. Macasero	OIC- CID Chief, Education Program Supervisor
	SGOD	Rosalio R. Vitorillo, PhD	Chief Education Supervisor
Table 16-22	Division HR	Marilou F. Navaja	Administrative Officer IV
Table 23	CID	Jean S. Macasero	OIC- CID Chief, Education Program Supervisor
Table 24-Box2	CID	Jean S. Macasero	OIC- CID Chief, Education Program Supervisor
	SEPS-HRTD	Derrold Marl S. Aves, PhD	Senior Education Program Specialist
Table 25-28	CID	Jean S. Macasero	OIC- CID Chief, Education Program Supervisor
	SEPS-HRTD	Derrold Marl S. Aves, PhD	Senior Education Program Specialist
Boxes 3-6	Youth Formation	Jairus John M. Gochuco	Project Development Officer II
Table 29-35	IT	James Roberto Z. Sijo	Information Officer I
Table 36- Box9	Division Accountant	Arnel A. Calubag, CPA	Accountant III
	Division Engineer	Ely V. Mamacalay II	Engineer II
Boxes 10-12	Division Engineer	Ely V. Mamacalay II	Engineer II
Table 38a-b-Box 24	Health & Nutrition	Baldomero Mark B. Meso, MD	Medical Officer III
Boxes 25-26	Child Protection	Jean T. Loquillano, PhD	Senior Education Program Specialist
Boxes 27-28	Sports	Rosalio R. Vitorillo, PhD	Chief Education Supervisor
Table 44-Box32 part3c	DRRM	Ryan Q. Blanco	Project Development Officer II
Box 33	IPEd	Ray O. Maghuyop	Education Program Supervisor
	Health & Nutrition	Baldomero Mark B. Meso, MD	Medical Officer III
	Division HR	Marilou F. Navaja	Administrative Officer IV



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

BEIS ENCODING SENIOR HIGH SCHOOL (SHS)			
Sheet Name	Area Validation	Name of Validator	Position Title(If Asked) <i>Note: If darken → Not asked</i>
SchInfo	Planning	Rodel S. Megollas	Planning Officer III
	Schools Division Office	Roy Angelo E. Gazo	Schools Division Superintendent
Tables 1-2	SNEd	Shirley A. Merida, PhD	Public School District Supervisor
Table 3b	Planning	Rodel S. Megollas	Planning Officer III
Table 4	CID	Jean S. Macasero	OIC- CID Chief, Education Program Supervisor
Tables 5-6	Planning	Rodel S. Megollas	Planning Officer III
Tables 7-11	Division HR	Marilou F. Navaja	Administrative Officer IV
Tables 12-14	SEPS-HRTD	Derrold Marl S. Aves, PhD	Senior Education Program Specialist
Tables 15-22b	Division HR	Marilou F. Navaja	Administrative Officer IV
Table 23	CID	Jean S. Macasero	OIC- CID Chief, Education Program Supervisor
Boxes 1-2	SEPS	Derrold Marl S. Aves, PhD	Senior Education Program Specialist
Boxes 3-6	Youth Formation	Jean T. Loquillano, PhD	Senior Education Program Specialist
Table 24-30	IT	James Roberto Z. Sijo	Information Officer I
Table 31-Box 9	Division Engineer	Ely V. Mamacalay II	Engineer II
	Division Accountant	Arnel A. Calubag, CPA	Accountant III
Boxes 10-12	Division Engineer	Ely V. Mamacalay II	Engineer II
Table 33A&B-Boxes 22-2	Health & Nutrition	Baldomero Mark B. Meso, MD	Medical Officer III
Boxes 25-26	Child Protection	Jean T. Loquillano, PhD	Senior Education Program Specialist
Boxes 27-Table 38	Sports	Rosalio R. Vitorillo	Chief Education Supervisor
Table 39-Box32 part3c	DRRM	Ryan Q. Blanco	Project Development Officer II
Box 33	IPEd	Ray O. Maghuyop	Education Program Supervisor
	Health & Nutrition	Baldomero Mark B. Meso, MD	Medical Officer III
	Division HR	Marilou F. Navaja	Administrative Officer IV



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

BEIS ENCODING PRIVATE SCHOOL PROFILE			
Sheet Name	Area Validation	Name of Validator	Position Title(If Asked)
SchInfo	SEPS	Derrold Marl S. Aves, PhD	Senior Education Program Specialist
	Planning	Rodel S. Megollas	Planning Officer III
Tables 1-Box 2	SEPS	Derrold Marl S. Aves, PhD	Senior Education Program Specialist
	Planning	Rodel S. Megollas	Planning Officer III
Boxes 3-4(2)-Box 4 cont.4	Child Protection	Jean T. Loquillano, PhD	Senior Education Program Specialist
	Planning	Rodel S. Megollas	Planning Officer III
Box 5- Box 5 cont	SEPS	Derrold Marl S. Aves, PhD	Senior Education Program Specialist

BEIS ENCODING STATE AND LOCAL UNIVERSITIES AND COLLEGES SCHOOL PROFILE			
Sheet Name	Area Validation	Name of Validator	Position Title(If Asked)
SchInfo	Planning	Rodel S. Megollas	Planning Officer III
Tables 1-Box 2	SEPS	Derrold Marl S. Aves, PhD	Senior Education Program Specialist
	Planning	Rodel S. Megollas	Planning Officer III
Boxes 3-4-Box 4 cont.4	Child Protection	Jean T. Loquillano, PhD	Senior Education Program Specialist
	Planning	Rodel S. Megollas	Planning Officer III
Box 5- Box 5 cont	SEPS	Derrold Marl S. Aves, PhD	Senior Education Program Specialist



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

**Office of the Schools Division Superintendent
For Public Schools**

Name of School:		Date:
School Head/LIS Coordinator:		
Program/Data Element	Program Holder	Signature
1. Teaching & non-teaching personnel data	Human Resource – MARILOU F. NAVAJA (AO IV)	
2. Curriculum-related data on learners - Madrasah	ALIVE Coordinator – PARAIDA ORANGOT (PSDS)	
3. Curriculum-related data on learners - SNEd	Send Coordinator – SHIRLEY A. MERIDA (PSDS)	
4. HR Training and Development Programs	HRTD - DERROLD MARL S. AVES (SEPS)	
	ROSALIO R. VITORILLO (SGOD Chief)	
	JEAN S. MACASERO (CTD Chief)	
5. Research Program	Research Coordinator – JOEL D. POTANE (EPS)	
6. School Government Program – Youth Formation	Youth Formation Coordinator - JAIRUS JOHN M. GOCHUCO (PDO II)	
7. Computer, Internet, and other ICT equipment	JAMES ROBERTO Z. SIJO (ITO I)	
8. MOOE	ARNEL A. CALUBAG (Accountant III)	
9. Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel Details	ELY V. MAMACLAY II (Engineer III)	
10. School Health Nutrition, including solid waste management and tobacco control	BALDOMERO MARK B. MESO III (Medical Officer III)	
11. Learner's Right and Protection	Child Protection Coordinator – JEAN T. LOQUILLANO (SEPS)	
12. School Sports	Sports Coordinator - ROSALIO R. VITORILLO (SGOD Chief)	
13. DRRM and other data-related activities	DRR Focal Person/Coordinator - RYAN Q. BLANCO (PDO II)	
14. Curriculum-related data on learners - IPED	IPED Coordinator – RAY O. MAGHUYOP (EPS)	



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

**Office of the Schools Division Superintendent
For Private Schools and SUCs**

Name of School:		Date:
School Head/LIS Coordinator:		
Program/Data Element	Program Holder	Signature
1. e-GASTPE ICT	JAMES ROBERTO Z. SIJO (ITO I)	
2. Curriculum-related Data	JEAN S. MACASERO (CTD Chief)	
3. HR Training and Development Programs	HRTD - DERROLD MARL S. AVES (SEPS)	
4. Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel Details	ELY V. MAMACLAY II (Engineer III)	
5. School Health Nutrition, including solid waste management and tobacco control	BALDOMERO MARK B. MESO III (Medical Officer III)	
. Other Data	Private Schools Coordinator – ELEANOR H. ROLLAN (SEPS-M&E)	