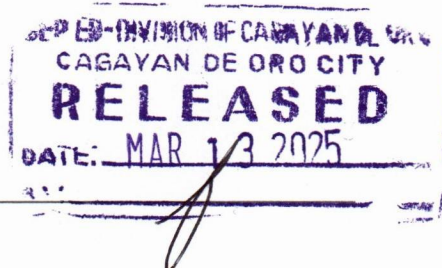




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

12 Mar 2025

DIVISION MEMORANDUM
No. 230 s.2025

**CONDUCT OF ONLINE ORIENTATION FOR THE BASIC EDUCATION
INFORMATION SYSTEM (BEIS) DATA COLLECTION AND ENCODING FOR THE
SCHOOL YEAR 2024 - 2025**

TO: Division Planning Officer

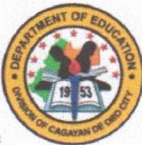
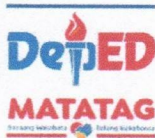
1. In reference to Memorandum No. 2025-PPS-OD-03-009, which aims to ensure the accuracy of collected data and enhance the efficiency of validation during the BEIS data collection process, you are hereby instructed to attend the online orientation on **March 13, 2025, from 1:30 PM to 5:00 PM**. Please refer to the attached communication for further details.
2. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
3. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION

DM029-SGOD-PR-BASEN/ conduct of online orientation for the basic education information system (beis) data collection and encoding for the school year 2024 - 2025
March 12, 2025



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Republic of the Philippines
Department of Education
POLICY AND PLANNING SERVICE

Office of the Director

MEMORANDUM

2025-PPS-OD-03-009

FOR : **MINISTER, BASIC, HIGHER, AND TECHNICAL EDUCATION,
BARM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS**

FROM : *mtligunas-roque*
MARIA CLARISSE T. LIGUNAS-ROQUE
Director IV
Policy and Planning Service *wd mt*

SUBJECT : **CONDUCT OF ONLINE ORIENTATION FOR THE BASIC
EDUCATION INFORMATION SYSTEM (BEIS) DATA
COLLECTION AND ENCODING FOR THE SCHOOL YEAR
2024-2025**

DATE : 11 March 2025

In preparation for the Basic Education Information System (BEIS) Data Collection for School Year 2024-2025, the Policy and Planning Service – Education Management Information System Division (PPS-EMISD) will conduct an online orientation on 13 March 2025 in two clusters.

To ensure the accuracy of the collected data and the efficiency of its validation, the online orientation specifically aims to:

1. Inform the Regional and Division Planning Officers regarding the changes in the BEIS Data Gathering Forms for the School Year 2024-2025 including the cut-off dates and data collection timelines.
2. Provide guidance to the participants on the reporting and validation of select data elements in the BEIS and the use of pre-loaded data

In this regard, this Office requests the participation of **all Regional and Division Planning Officers** in the said online orientation via Microsoft Teams through this link: <https://bit.ly/BEISOnlineOrientation>, following this schedule:

Cluster	Participants	Session Schedule
Luzon Cluster	Regions I, II, III, IVA, MIMAROPA, V, CAR, NCR	AM Session (8:30 AM – 12:00 PM)
Visayas and Mindanao Cluster	Regions VI, VII, VIII, IX, X, XI, XII, CARAGA, BARMM	PM Session (1:30 PM – 5:00 PM)

Room A-205, 2nd Floor Alonzo Building, DepEd Complex, Meralco Ave., Pasig City 1600

Telephone Nos.: (02) 8687-2744

Email Address: ps.od@deped.gov.ph | Website: www.deped.gov.ph

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10:50 AM - 11:05 AM	03:50 PM - 04:05 PM	Updates on the Redevelopment of the BEIS	Mr. Deogracias Genito
11:05 AM - 11:20 AM	04:05 AM - 04:20 AM	Open Forum (Questions and Answer)	Mr. Deogracias Genito
11:20 AM - 11:45 AM	04:20 AM - 04:45 AM	Updates on the LIS EOSY 2024-2025	Mr. Ariel C. Tandingan
11:45 AM - 12:00 pM	04:45 AM - 05:00 PM	Closing and Ways Forward	Ms. Mercy C. Trio
12:00 PM - 12:05 PM	05:00 PM - 05:05 PM	Photo Ops for Documentation Purposes	

AM Session	PM Session	Activities	Involved Staff
08:30 AM - 08:45 AM	01:30 PM - 01:45 PM	Preliminary - Prayer - Acknowledgement of Participants - Online Orientation Protocols	Moderator: Connie and Ivan
08:45 AM - 09:00 AM	01:45 PM - 02:00 PM	Welcome Remarks	Director Maria Clarisse T. Ligunas- Roque
09:00 AM - 09:10 AM	02:00 PM - 02:10 PM	Orientation Objectives	Ms. Mercy C. Trio
09:10 AM - 09:35 AM	02:10 PM - 02:35 PM	Objective 1: Revisions in the Data Gathering Forms including cut-off date and pre- loaded;	Ms. Salome Genito Ms. Josephine Martinez Mr. Marion Gapultos
09:35 AM- 10:05 AM	02:35 PM- 03:05 PM	Objective 2: Elaborate proper reporting of the following:	
		- Group Handwashing Facilities	Mr. Ivan Kharlo Sueno
		- Internet Connectivity	Mr. Von Vladimir Defuntorum
		- Electrical Supply	Ms. Patricia Anne Aquino
		- NC who Took and Passed (previous SY)	Ms. Ma. Concepcion G. Avena
		- Number of Classes Assigned to Teachers	Mr. Ched Allen Martinez
10:05 AM - 10:35 AM	03:05 PM - 03:35 PM	Objective 3: Provide guidance in data validation (take note of checking MOVs)	Mr. Julius Briones Mr. Ariel C. Tandingan
10:35 AM - 10:50 AM	03:35 PM - 03:50 PM	Objective 4: 4. Reiterate the provision of technical assistance of the Planning Officers to school	Mr. Ariel C. Tandingan

For further questions related to this matter, kindly contact Mr. Aivan Kharlo C. Sueno of the **PPS-EMISD** through **ps.emisd@deped.gov.ph** or telephone number **8638-2251**.

Thank you.