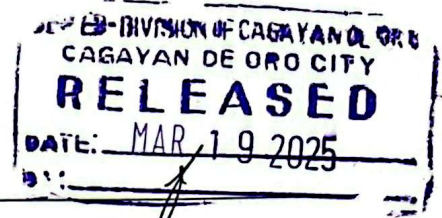




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

19 Mar 2025

DIVISION MEMORANDUM

No. 263 s.2025

**DIVISION ORIENTATION ON BASIC EDUCATION INFORMATION SYSTEM
(BEIS), END OF THE SCHOOL YEAR (EOSY) LIS FINALIZATION, AND
NATIONAL SCHOOL BUILDING INVENTORY (NSBI) DATA GATHERING FOR
SCHOOL YEAR 2024-2025**

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

1. In accordance with DepEd Order No. 27, s. 2019, titled "*Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*," this office will conduct a Division Orientation-Workshop on the Checking of School Forms, Basic Education Information System (BEIS) and National School Building Inventory (NSBI) Data Gathering for SY 2024-2025.

2. This activity aims to:

- a. ensure the alignment of school data collection and validation processes with DepEd Order No. 27, s. 2019, to minimize errors and discrepancies, enhancing the reliability of educational statistics;
- b. equip participants with a comprehensive understanding of standardized protocols, tools, and timelines for data submission to ensure streamlined reporting and compliance across all schools.
- c. provide school personnel with the essential skills and knowledge to efficiently collect, validate, and manage school data, supporting data-driven decision-making at the division level;
- d. foster a collaborative environment where participants can share best practices and strategies to enhance the efficiency of data gathering and submission



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processes.

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

Activities	Timeline
1. Orientation (Virtual via Microsoft Teams)	March 20, 2025
2. Data Validation	April 10-11, 2025
3. Submission of Signed Hardcopy	April 11, 2025
4. Generation of Reports	April 15, 2025 onwards

4. The schools are advised to observe the timelines of EOSY LIS Finalization activities:

Activities	Timeline
1. Submission of SCC Report (Private Schools)	March 28, 2025
Submission of SCC Report (Public Schools)	April 11, 2025
2. Private School (Class started: June 2024)	March 28, 2025
3. Public School	April 15, 2025
4. Generation of Reports	April 16, 2025

5. The schools are advised to observe the timelines of NSBI activities:

Activities	Timeline
1. Data Gathering	April 15-30, 2025
2. Validation (Ocular Inspection as needed)	TBA
2. Submission	TBA

6. School heads and School administrators are also reminded that they are responsible for ensuring the accuracy and correctness of the data reported in both physical and online reporting systems. In this regard, this Office request the participation of all Public and Private Schools in the said orientation via Microsoft Teams through this link: link.depedcdo.online/ae53rP

7. **Data Validation Process [Division Level] - BEIS**

7.1. Division Table Validation shall be conducted and will be monitored using the prescribed tool duly signed by the Division Focal Person.

7.2. The SDS shall sign the school's profile.

7.3. The duly signed validation tool shall be stored at the PRS-SGOD



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- 7.5. Findings shall be resolved immediately
- 7.6. Validating team will conduct an ocular inspection for facilities, teachers, learners' data, among others, and review of documented information available at the school level for **any inconsistency**.
- 7.7. The Division will monitor the status of schools' submissions online and shall ensure finalization prior to the deadline. Any discrepancy between the validated hard copy and the uploaded school profile shall be dealt with accordingly.
8. **Data Validation Process [School Level]**
- 8.1. The School Validation Team shall be responsible for conducting orientation to all school personnel on systems updates.
- 8.2. Grade Level Chairman shall collect supporting documents for LIS validation.
- 8.3. The PPA Coordinator shall consolidate supporting documents required for School Profile or School Report Card for BEIS validation.
9. Please refer to **Annex A: Data validation diagram and Annex B: Program Flow**, for proper information and guidance
10. Should you have questions or clarifications, you may contact the SGOD-Planning through 09209780101 or email planning.depedcdo@deped.gov.ph
11. 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:	CID Personnel:
a. Indigenous People	a. RAY O. MAGHUYOP
b. Special Education	b. SHIRLEY A. MERIDA
c. Multigrade	c. MARGIE G. ANDRADE
d. Learning Resources	d. ROCHELLE A. LUZANO
e. ALIVE	e. PARAIDA D. ORANGOT
f. TLE/SPTVE	f. JUAN A. MINGO
g. JHS/SHS DATA	g. JANUARY GAY T. VALENZONA
DRRM and other related activities	RYAN Q. BLANCO



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 DIVISION OF CAGAYAN DE ORO CITY

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Teaching and Non-Teaching Personnel-Teaching Assignment	MARILOU F. NAVAJA
ACTION RESEARCH	BEVERLY ANNE E. NICOLASORA
Teacher and Training data	DERROLD MARL S. AVES Alternate Validator: MARY CARESS T. GALONO
MOOE ALLOCATION, UTILIZATION AND LIQUIDATION	ARNEL A. CALUBAG Alternate: Two finance personnel
YOUTH FORMATION TABLE	JAIRUS JOHN GOCHUCO Alternate: LOREDELLE L. TACANDONG
Instructional/ Non-Instructional rooms including electricity, water, and other sanitation facilities, school location, travel details	ENGR. ELY V. MAMACLAY II ALROSE A. VELOZ
Computer and ICT	JAMES ROBERTO Z. SIJO
School Health Nutrition data:	BALDOMERO MARK B. MESO III
TEACHERS RECEIVED TRAINING PEDAGOGY/ICT	ROSALIO R. VITORILLO JEAN S. MACASERO
School Sports	JERRY P. TARUC
LEARNER RIGHTS AND PROTECTION	ALVIC MARIE S. FRANCISCO
School Government Program	JAIRUS JOHN M. GOCHUCO LOREDELLE L. TACANDONG
Other data	VERGILBOB M. GOMEZ JEWILYN JOMOC

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



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Data Elements	Division Focal Person
Private School Profile (PSP)	ELEANOR CONSEJO H. ROLLAN Alternate: AMOR A. RADAZA
State/Local Universities & Colleges (SLUCs)	ELEANOR CONSEJO H. ROLLAN Alternate: AMOR A. RADAZA
LEARNER RIGHTS AND PROTECTION	ALVIC MARIE S. FRANCISCO

13. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.

14. Immediate compliance with this Memorandum is desired.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: as stated

Reference: DO 27 s. 2019, Memorandum 2025-PPS-OD-03-009

To be indicated in the Perpetual Index

under the following subjects:

Finalization BEIS LIS-EOSY NSBI

DM030-SGOD-PR-RSM / DIVISION MEMORANDUM

March 19, 2025



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Annex A. Data Validation Process

Data Validation Process

Validation Team:

School Level

Chairman: School Head

Vice Chairman: Master Teacher in charge of Curriculum

Members:

- *LIS Coordinator
- *EBEIS Coordinator

Division Level

Chairperson: SGOD Chief

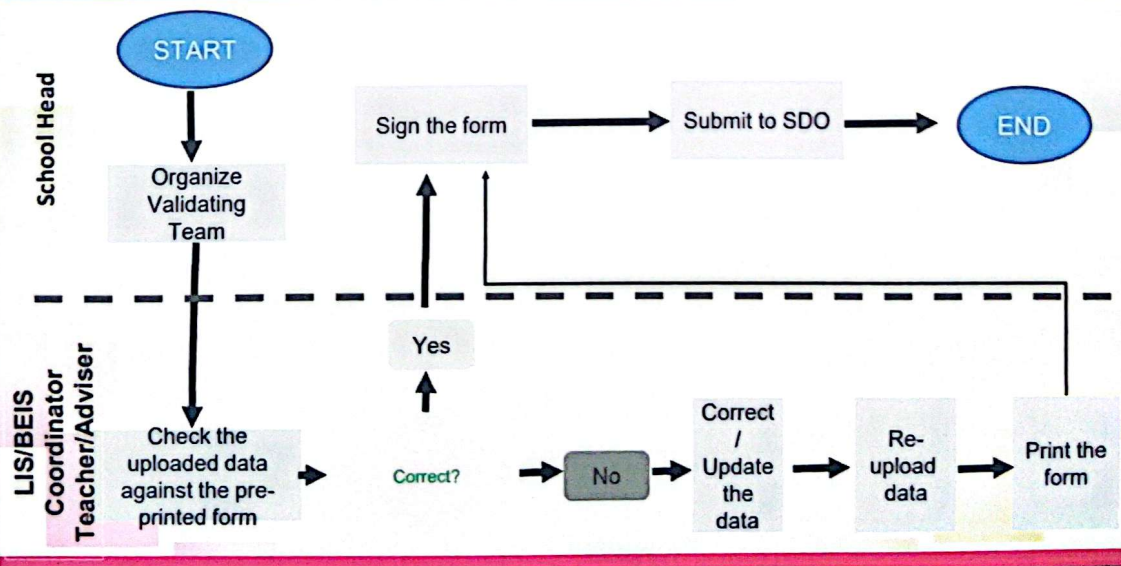
Vice Chairperson: Planning Officer III

Members:

- o EPS-in-Charge of Special Programs
- o DRRM Coordinator
- o HR Personnel
- o Information Technology Personnel
- o Education Facilities Personnel
- o Health and Nutrition Personnel
- o Legal Officer (if applicable)
- o Finance Personnel
- o Youth Formation Coordinator



Data Validation Process





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Office of the Schools Division Superintendent
Annex B. Program Flow

Time	Activity	Person In charge
March 20, 2025		
8:00-8:30 AM	Preliminaries	
8:30-9:00 AM	Revisions in Data Gathering Forms-Part 1 Changes in BEIS Data Gathering Forms part2	Jewilyn Jomoc
9:00-9:30 AM	Guide to Accessing, Downloading, Uploading, and Validating the BEIS DGF	Vergilbob Gomez
9:30-10:00 AM	Reiteration of Data Validation Process Seemingly Erroneous Data SY 2023-2024	Beverly Nicolasora
11:00-12 NN	EOSY Finalization SY 2024-2025	Rodel S. Megollas
12:00-1:00 PM	Lunch Break	
1:00-3:30PM	NSBI Process Flow	Engr. Ely Mamaclay II Rodel S. Megollas
	Guide to Accessing, Downloading, Uploading, and Validating the NSBI	Vergilbob Gomez
4:00-4:30 PM	Open Forum	
4:30-5:00	Closing Remarks	



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DIVISION ORIENTATION ON

BEIS PROFILE EOSY LIS FINALIZATION NSBI SYSTEM

DATA GATHERING FOR SY 2024-25

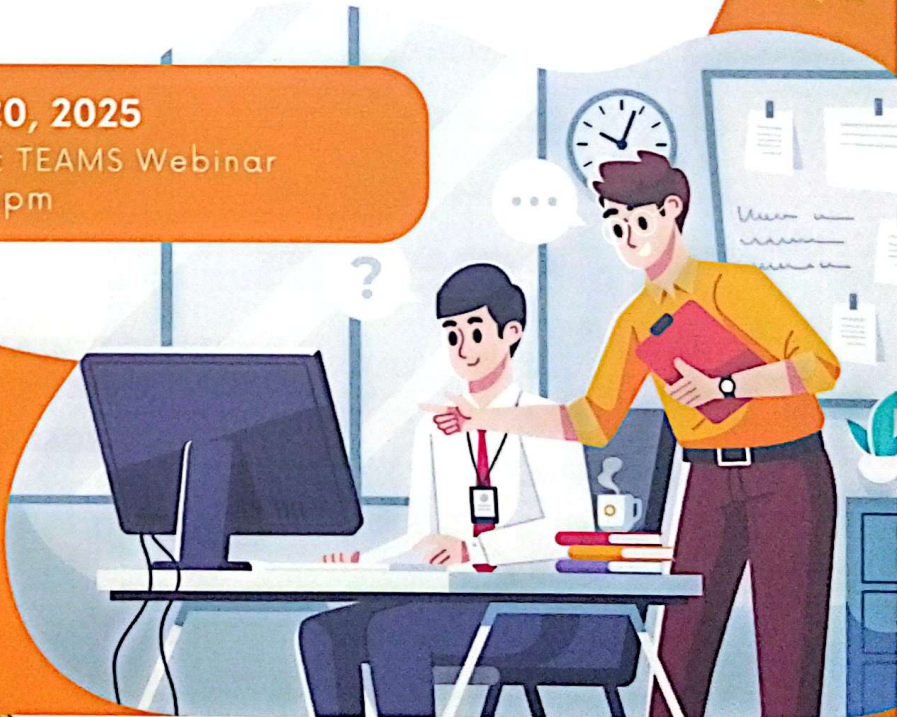
Division of Cagayan de Oro City

BASIC EDUCATION INFORMATION SYSTEM
NATIONAL SCHOOL BUILDING INVENTORY
END OF SCHOOL YEAR

March 20, 2025

Microsoft TEAMS Webinar
8am to 5pm

FOR SCHOOL YEAR 2024-2025



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DIVISION ORIENTATION FOR
BEIS PROFILE, EOSY FINALIZATION, NSBI

PROGRAMME

BASIC EDUCATION INFORMATION SYSTEM
NATIONAL SCHOOL BUILDING INVENTORY
END-OF-SCHOOL YEAR

FOR SY 2024-25

REGISTRATION

Online link via Microsoft Forms

NATIONAL ANTHEM

Audio Visual Presentation

PRAYER

Audio Visual Presentation

**ACKNOWLEDEMENT OF
THE PARTICIPANTS**

BEVERLY ANNE E. NICOLASORA
Senior Education Program Specialist

WELCOME REMARKS

ROSALIO R. VITORILLO
Chief Education Supervisor, SGOD

MESSAGE

AUDIE S. BORRES
Asst. Schools Division Superintendent

ROY ANGELO E. GAZO
Schools Division Superintendent

ORIENTATION PROPER

RODEL S. MEGOLLAS
Planning Officer III

ELY V. MAMACLAY II
Engineer III

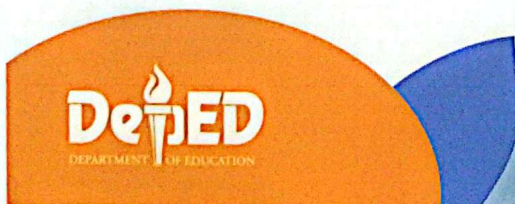
BEVERLY ANNE E. NICOLASORA
Senior Education Program Specialist

JEWILYN U. JOMOC
Statistician Aide

VERGILBOB M. GOMEZ
Project Development Officer I

**FREQUENTLY ASKED QUESTIONS
& OPEN DISCUSSION**

CLOSING MESSAGE



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