



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

21 May 2026

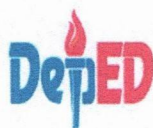
DIVISION MEMORANDUM

No. 491 s.2026

**BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA COLLECTION AND
VALIDATION FOR SY 2025-2026**

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

1. In reference to the DepEd Memorandum 28, S. 2026, GUIDELINES ON THE BASIC EDUCATION INFORMATION SYSTEM DATA COLLECTION AND VALIDATION FOR SCHOOL YEAR 2025-2026 in reiteration to DepEd Order No. 27, s. 2019 Guidelines on the **Yearly Collection of Data/Information Requirements and Validation Processes**. This initiative serves to capture crucial frameworks that inform the allocation of resources, policymaking, program development, and the monitoring and evaluation (M&E) of the delivery of quality basic education in the country.
2. The Department directs all concerned public and private elementary and secondary schools, including state and local universities and colleges (SUCs/LUCs) that offer basic education, to comply with the guidelines set forth under this Memorandum. The execution and active timeline for this specific roll-out shall take effect from **May 7, 2026 to June 15, 2026**.
3. To ensure seamless execution, proper coordination, and subsequent compliance, guidelines and specific operational reminders are attached to this Memorandum as **Enclosure No. 1**. Program focal persons, alongside corresponding technical leads, are instructed to reference these parameters to eliminate errors during implementation.
4. In this regard, all regional and division offices, along with school heads, shall ensure the quality, accuracy, and timeliness of data and reports submitted through



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Doc. Ref. Code	SDO-OSDS-F004	Rev	
Effectivity	11.03.25	Page	1 of 16



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the designated channels. It is the explicit responsibility of institutional heads to safeguard the integrity of these actions. If warranted, appropriate administrative cases, pursuant to applicable Civil Service Commission (CSC) laws, rules, and regulations, as well as DepEd issuances, may be filed against personnel found to have misrepresented details or failed to exercise proper administrative responsibility.

5. The respective Division Planning Officers and program focal persons shall provide schools with the necessary technical assistance, such as, but not limited to, conducting orientations, answering queries, and assisting schools with low internet connectivity in submitting reports. Joint validations must be certified true and correct by the assigned division leads.

6. All personnel involved in the rigorous execution, collection, and validation of this program may be authorized to render overtime services, subject to the availability of funds and in accordance with existing CSC and Department of Budget and Management (DBM) circulars. Eligible personnel may also be granted service credits in accordance with existing DepEd and CSC issuances.

7. All personal and sensitive personal information collected throughout this initiative shall be processed strictly in accordance with Republic Act No. 10173, otherwise known as the *Data Privacy Act of 2012*, its Implementing Rules and Regulations, and applicable National Privacy Commission (NPC) issuances. All data processing and collection activities shall comply fully with confidentiality and privacy requirements.

8. 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.

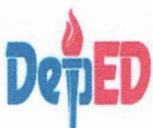
9. Immediate compliance with this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: DM-28 s, 2026

To be indicated in the Perpetual Index



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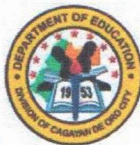
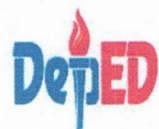
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under the following subjects:

BASIC EDUCATION POLICY PROGRAMS RULES AND REGULATIONS SCHOOLS

DM-029-SGOD-PR-RSM

May 21, 2026



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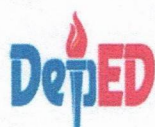
Enclosure 1:

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

Activities	Timeline
1. Online Orientation	March 27, 2026
2. Data Validation	June 4-5, 2026
3. Data Encoding	March 28, 2026, to June 4, 2026
4. Hard-copy Submission	June 8-12, 2026
5. Closing of the System	June 15, 2026
6. Generation of Reports	June 16, 2026, onwards

2. 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:

School District	Date	Venue
Southwest II (20)	June 4, 2026, AM	CDONHS-SHS Conference Hall
Southwest I (17)	June 4, 2026, AM	
West II (19)	June 4, 2026, PM	
West I (8)	June 5, 2026, AM	
North II (8)	June 5, 2026, PM	
East II (13)	June 5, 2026, AM	
East I (11)	June 4, 2026, PM	
North I (7)	June 5, 2026, PM	
South (10)	June 4, 2026, PM	
Central (2)	June 5, 2026, AM	
All Private Schools	June 5, 2026, AM	



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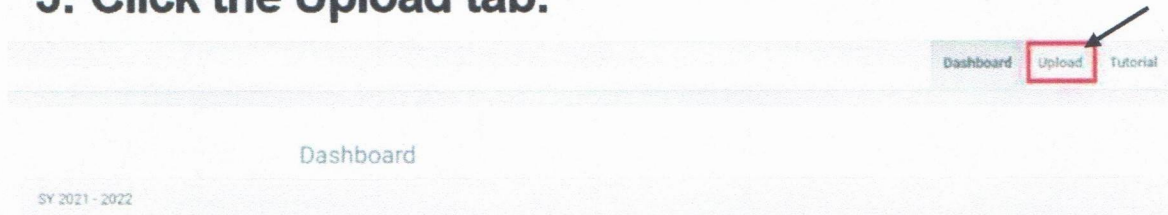


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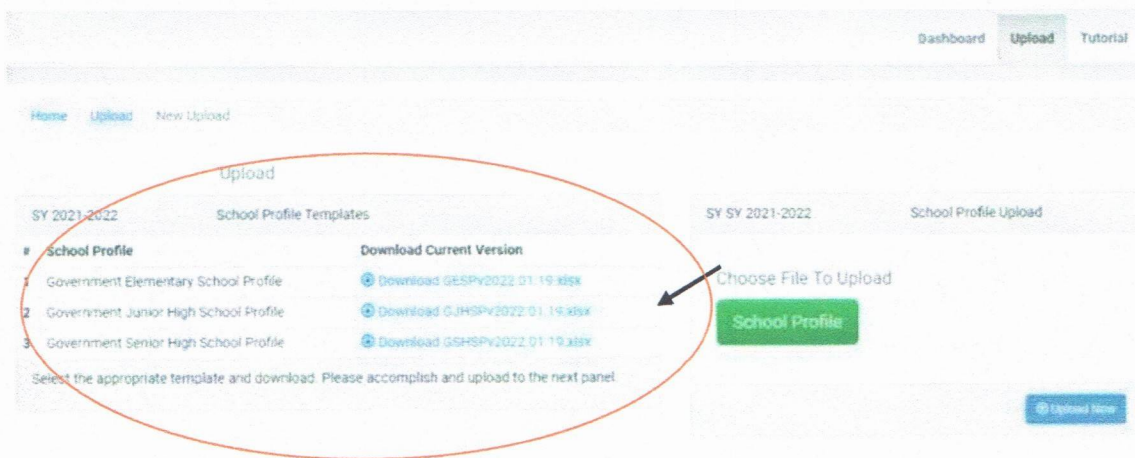
Steps:

3. Click the Upload tab.



Steps:

4. Download the School Profile template/s.



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Steps:

5. Click the School Profile button to search for the file to be uploaded.

Dashboard Upload Tutorial

Home Upload New Upload

Upload

SY 2021-2022 School Profile Templates

School Profile

1 Government Elementary School Profile

2 Government Junior High School Profile

3 Government Senior High School Profile

Select the appropriate template and download. Please accomplish and upload to the next panel.

Download Current Version

Download GESPr2022.01.19.xlsx

Download GJHSPv2022.01.19.xlsx

Download GSHSPv2022.01.19.xlsx

SY SY 2021-2022 School Profile Upload

Choose File To Upload

School Profile

Upload Now

Steps:

6. Click the Upload Now button.

Dashboard Upload Tutorial

Home Upload New Upload

Upload

SY 2021-2022 School Profile Templates

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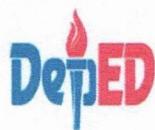
Download GSHSPv2022.01.19.xlsx

SY SY 2021-2022 School Profile Upload

Choose File To Upload

School Profile

Upload Now



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If there are **errors found** in the uploaded file:

1. An error notification message will be displayed.

The screenshot shows the 'Upload' tab of the School Profile system. On the left, under 'SY 2021-2022 School Profile Templates', there are download links for Government Elementary, Junior High, and Senior High School profiles. On the right, under 'SY SY 2021-2022 A.P. Guevara IS School Profile upload', a red box highlights an error message: 'Error(s) found. Please check the errors from the table below.' Below this, there is a 'Choose File To Upload' section with a 'School Profile' button and an 'Upload Now' button. At the bottom, a 'TEMPLATE ERRORS' table is visible, listing an 'INVALID SCHOOL ID' error.

#	Incorrect Value	Sheet/Cell Address	Error Message
1	INVALID SCHOOL ID	User's School ID	is NOT EQUAL with the template's School ID

If there are **errors found** in the uploaded file:

2. A table (**TEMPLATE ERRORS**) will be displayed to list the errors found in the uploaded template.

This screenshot is similar to the one above but highlights the 'TEMPLATE ERRORS' table at the bottom. The table lists the error found in the uploaded file.

#	Incorrect Value	Sheet/Cell Address	Error Message
1	INVALID SCHOOL ID	User's School ID	is NOT EQUAL with the template's School ID



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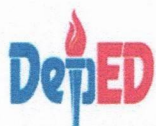
If the uploaded file has no errors, a “School Profile Successfully uploaded” notification message will be displayed.

The screenshot shows the 'Upload' tab of the School Profile Upload system. On the left, under 'School Profile Templates', there are three download links for SY 2021-2022: Government Elementary School Profile, Government Junior High School Profile, and Government Senior High School Profile. On the right, a green notification box states 'School Profile Successfully uploaded.' Below this, there is a 'Choose File To Upload' section with a 'School Profile' button and an 'Upload Now' button.

Steps:

7. To view/download the uploaded template/s, click the Dashboard tab. Then, click the template's name under School Profile column.

The screenshot shows the 'Dashboard' tab of the School Profile Upload system. A large number '1' is displayed above the text 'School Profiles Uploaded'. Below this is a table with the following columns: #, School Profile, SY, Uploaded On, Uploaded By, Updated On, Updated By, and Validation. The table contains one row with the following data: # 1, School Profile (with a download icon), SY 2021-2022, Uploaded On 2022-03-31 07:24:19, Uploaded By 567372, Updated On 2022-03-31 07:24:28, Updated By, and Validation (with a 'REUPLOAD' button).



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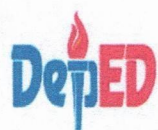


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BEIS CHECKLIST FOR PUBLIC SCHOOLS
S.Y. 2025-2026

Name of School:		Date:	
School Head:			
Part No.	Program/Data Element	Program Holder	Signature
I Table 1-8	Learners	JUAN A. MINGO, (EPS) (TLE/ / TLE/ SPTVE Coordinator)	
	Curriculum-related data on learners - Madrasah	PARAIDA D. ORANGOT, (PSDS) (ALIVE Coordinator)	
II Table 1, Box 1	Classes	RODEL S. MEGOLLAS, (PO-III) (Division Planning Officer)	
III Table 1	Curriculum-related data on learners - SNEd	SHIRLEY A. MERIDA, (PSDS) (SNEd Coordinator)	
IV Table 1-18	Teaching & non-teaching personnel data	ANGELA VINCENT T. CORRALES, (AO-III) (HRMO Officer)	
Table 19-21	HR Training & Developments Programs	DERROLD MARL S. AVES, (SEPS) (HRTD Officer)	
	Research Program	BEVERLY ANN E. NICOLASORA, (SEPS) (Division Research Coordinator)	
V Box 1-4	School Governance Program- Youth Formation	JAIRUS JOHN M. GOCHUCO, (PDO- I) LOREDELLE L. TACANDONG, (PDO- I)	



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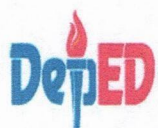


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		(Youth Formation Coordinator)	
VI- Table 1-4, Box 1	Computer, Internet, & other ICT equipment	JAMES ROBERT Z. SIJO, (ITO-I) (Division Information Technology Officer)	
VII Box 1	Instructional/ Non-Instructional Rooms including Electricity, Water and other sanitation facilities, School Location, Travel Details	ELY V. MAMACLAY II, (ENGR. III) (Division Office Engineer)	
VIII Box 1	School Site Ownership	LAURENCE EDGARDO A. DEL PUERTO, (ATTY. III) (Division Office Attorney)	
IX	School Health Nutrition, including solid waste management & Tobacco Control	BALDOMERO MARK B. MESO, (MD III) (Division Medical Officer)	
	LHAS, Health and Nutrition	YVONNE L. GIRONELLA (NURSE II)	
		LINA G. LUDENA (NURSE II)	
		EDSELYN L. SALIDO (NURSE II)	
		FRANCIS LEO C. TAGADIAD (NURSE II)	
	School Clinic	DR. JAMCEL A. CHACON (DENTIST II)	
		DR. PAULINE C. ANGARA (DENTIST II)	
		CRYSTAL CHRISTI P. CARTEL (NURSE II)	



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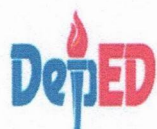


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Table 1-2, Box 1-11	Water Supply, Food Handling, Solid Waste, Menstrual Hygiene	MICHELE ALEXANDRIA H. PABELIC (NURSE II)	
		CRISTINA R. CAPISTRANO (NURSE II)	
		AMOR C. FAJARDO (NURSE II)	
	Reproductive Health	MARIE NIKKI JO M. VALMORIA (NURSE II)	
		PACILI A. YAÑEZ (NURSE II)	
		YVONNE KARLA B. MABAO-LOBITE (NURSE II)	
	National Preventive Drug, Comprehensive Tobacco Control	NICHOL V. SALIDO (NURSE II)	
		CHARITO ALBAÑA (NURSE II)	
		CARMELO PADERANGA (NURSE II)	
	School-Based Feeding Program	ER SHEMAIAH T. DANGAZO (NURSE II)	
		DECHOSA, DOREEN ORDIZ (NURSE II)	
		KITO-KRISTIAN N. FRANCISCO (NURSE II)	
X Box 1-2 (Item 1-6)	Learner Rights and Protection	ALVIC MARIE S. FRANCISCO, (SEPS) <i>(Child Protection Coordinator)</i>	
		ROY H. LUMBAN, (SEPS) <i>(Division SocMob Coordinator)</i>	
XI	School Sports	JERRY P. TARUC, (PSDS)	



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Table 1-2, Box 1-2		(School Sports Coordinator)	
XII Table 1-2, Box 1-4	DRRM and other data-related activities	RYAN Q. BLANCO, (PDO- II) (DRR Focal Person/ Coordinator)	
XIII Box 1, (Part A-B)	Curriculum-related data on learners - IPED	SYLVIO C. CARCILLER, (PSDS) (IPED Coordinator)	
XIV Table 1	Maintenance and Other Operating Expenses - MOOE	ARNEL A. CALUBAG, CPA (ACCT-III) (Division Office Accountant)	

Prepared by:

School Head/Principal

Validated by:

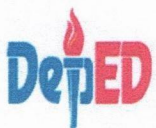
RODEL S. MEGOLLAS
Division Planning Officer

Noted by:

ROSALIO R. VITORILLO
SGOD Chief Education Supervisor

Noted by:

ROY ANGELO E. GAZO
Schools Division Superintendent



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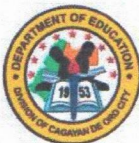
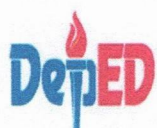


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BEIS CHECKLIST FOR PRIVATE SCHOOLS
S.Y. 2025-2026

Name of School:		Date:	
School Head/ LIS Coordinator:			
Part No.	Program/Data Element	Program Holder	Signature
I Table 1	SENIOR HIGH SCHOOL (SHS) LEARNERS IN ARTS AND DESIGN TRACK BY STRAND, SY 2025-2026 (As of March 31, 2026)	JUAN A. MINGO, (EPS) (TLE// TLE/ SPTVE Coordinator)	
Table 2	SENIOR HIGH SCHOOL (SHS) LEARNERS UNDERGOING WORK IMMERSION, PREVIOUS SY 2024-2025	JANUARY GAY T. VALENZONA, (EDS) (SHS Coordinator)	
Table 3	NUMBER OF FUNCTIONAL ASSISTIVE TECHNOLOGY AND ADAPTIVE DEVICES FOR SPECIAL NEEDS EDUCATION (SNEd) LEARNERS	SHIRLEY A. MERIDA, (PSDS) (SNEd Coordinator)	
Table 4	ESC VOUCHER	ELEANOR CONSEJO H. ROLLAN, (SEPS) AMOR A. RADAZA, (EPS II) Monitoring and Evaluation	
Table 5-6	DATA ON SENIOR HIGH SCHOOL-VOUCHER PROGRAM FOR GRADE 11, SY 2025-2026 (As of March 31, 2026)	ELEANOR CONSEJO H. ROLLAN, (SEPS) AMOR A. RADAZA, (EPS II) Monitoring and Evaluation	
	DATA ON SENIOR HIGH SCHOOL-VOUCHER PROGRAM FOR GRADE 12, SY 2025-2026 (As of March 31, 2026)	ELEANOR CONSEJO H. ROLLAN, (SEPS) AMOR A. RADAZA, (EPS II) Monitoring and Evaluation	
Table 7	TUITION AND OTHER SCHOOL FEES, SY 2025-2026 (As of March 31, 2026)	ELEANOR CONSEJO H. ROLLAN, (SEPS) AMOR A. RADAZA, (EPS II) Monitoring and Evaluation	
	PERSONNEL DATA, SY 2025-2026 (As of March 31, 2026)		
Table 8	TEACHERS WHO RECEIVED TRAINING ON INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT), SY 2025-2026 (As of March 31, 2026)	ELEANOR CONSEJO H. ROLLAN, (SEPS) AMOR A. RADAZA, (EPS II) Monitoring and Evaluation	
Table 10, Box 1	Computer, Internet, & other ICT equipment	JAMES ROBERT Z. SIJO, (ITO-I) (Division Information Technology Officer)	
Tables 11-13 & Box 3	Instructional/ Non-Instructional Rooms including Electricity, Water and other sanitation facilities, School Location, Travel Details	ELEANOR CONSEJO H. ROLLAN, (SEPS) AMOR A. RADAZA, (EPS II) Monitoring and Evaluation	
	NUMBER OF EXISTING NON-INSTRUCTIONAL ROOMS IN THE SCHOOL BY LEVEL OF EDUCATION, SY 2025-2026 (As of March 31, 2026)	ELEANOR CONSEJO H. ROLLAN, (SEPS) AMOR A. RADAZA, (EPS II) Monitoring and Evaluation	
Box 4 & Table 14	AVAILABILITY OF WATER SUPPLY, SY 2025-2026 (As of March 31, 2026)	CRYSTAL CHRISTI P. CARTEL (NURSE II)	
		MICHELE ALEXANDRIA H. PABELIC (NURSE II)	



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Table 15 & Box 5	NUMBER OF SANITATION FACILITIES, SY 2025-2026 (As of March 31, 2026)	CRYSTAL CHRISTI P. CARTEL (NURSE II) MICHELE ALEXANDRIA H. PABELIC (NURSE II)	
Table 16	SCHOOL MENTAL HEALTH, SY 2025-2026 (As of March 31, 2026)	BALDOMERO MARK B. MESO, (MD III) (Division Medical Officer)	
BOX 6	COMPREHENSIVE TOBACCO CONTROL, SY 2025-2026 (As of March 31, 2026)	YVONNE KARLA B. MABAO-LOBITE (NURSE II)	
		NICHOL V. SALIDO (NURSE II)	
		CHARITO ALBAÑA (NURSE II)	
Table 17 & Table 18 (No.1_1.1.-1.2.)	LEARNER RIGHTS AND PROTECTION, SY 2025-2026 (As of March 31, 2026)	ALVIC MARIE S. FRANCISCO, (SEPS) (Child Protection Coordinator)	
Box 7	INDIGENOUS PEOPLES EDUCATION (IPeD) PROGRAM, SY 2025-2026 (As of March 31, 2026)	SYLVIO C. CARCILLER, (PSDS) (IPED Coordinator)	

Prepared by:

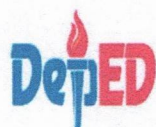
Validated by:

Noted by:

School Head/Principal

RODEL S. MEGOLLAS
Division Planning Officer

ROSALIO R. VITORILLO
SGOD Chief Education Supervisor



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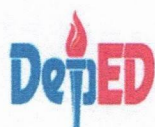


Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

BEIS CHECKLIST FOR SLUCP SCHOOLS
S.Y. 2025-2026

Name of School:		Date:	
School Head/ LIS Coordinator:			
Part No.	Program/Data Element	Program Holder	Signature
I Table 1	SENIOR HIGH SCHOOL (SHS) LEARNERS IN ARTS AND DESIGN TRACK BY STRAND, SY 2025-2026 (As of March 31, 2026)	JUAN A. MINGO, (EPS) (TLE//TLE/SPTVE Coordinator)	
Table 2	SENIOR HIGH SCHOOL (SHS) LEARNERS UNDERGOING WORK IMMERSION, PREVIOUS SY 2024-2025	JANUARY GAY T. VALENZONA, (EDS) (SHS Coordinator)	
Table 3	NUMBER OF FUNCTIONAL ASSISTIVE TECHNOLOGY AND ADAPTIVE DEVICES FOR SPECIAL NEEDS EDUCATION (SNEd) LEARNERS	SHIRLEY A. MERIDA, (PSDS) (SNEd Coordinator)	
Table 4	PERSONNEL DATA, SY 2025-2026 (As of March 31, 2026)	RODEL S. MEGOLLAS, (DPO-III) Division Planning Officer	
Table 5	TEACHERS WHO RECEIVED TRAINING ON INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT), SY 2025-2026 (As of March 31, 2026)	JAMES ROBERT Z. SIJO, (ITO-I) (Division Information Technology Officer)	
Table 6	TEACHERS WHO RECEIVED TRAINING ON PEDAGOGY, SY 2025-2026 (As of March 31, 2026)	DERROLD MARL S. AVES, (SEPS) (HRTD Officer)	
Table 7 Box 1	NUMBER OF FUNCTIONAL COMPUTERS USED BY LEARNERS, SY 2025-2026 (As of March 31, 2026)	JAMES ROBERT Z. SIJO, (ITO-I) (Division Information Technology Officer)	
Table 8	NUMBER OF EXISTING INSTRUCTIONAL ROOMS IN THE SCHOOL BY LEVEL OF EDUCATION, SY 2025-2026 (As of March 31, 2026)	ELY V. MAMACLAY II, (ENGR. III) (Division Office Engineer) ENGR. MACKY M. TUDAS (Division Office Engineer) ENGR. JEVIE L. JALA (Division Office Engineer)	
Table 9	NUMBER OF EXISTING NON-INSTRUCTIONAL ROOMS IN THE SCHOOL BY LEVEL OF EDUCATION, SY 2025-2026 (As of March 31, 2026)		
Table 10	NUMBER OF EXISTING CLASSROOM SEATS AVAILABLE BY GRADE LEVEL SY 2025-2026 (As of March 31, 2026)		
Box 2	AVAILABILITY OF ELECTRICAL SUPPLY, SY 2025-2026 (As of March 31, 2026)		
Box 3	AVAILABILITY OF WATER SUPPLY, SY 2025-2026 (As of March 31, 2026)		
Table 11	NUMBER OF EXISTING WASH FACILITIES, SY 2025-2026 (As of March 31, 2026)	CRYSTAL CHRISTI P. CARTEL (NURSE II)	



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Table 12 Box 4	NUMBER OF SANITATION FACILITIES, SY 2025-2026 (As of March 31, 2026)	MICHELE ALEXANDRIA H. PABELIC (NURSE II)	
Table 13	SCHOOL MENTAL HEALTH, SY 2025-2026 (As of March 31, 2026)	CRISTINA R. CAPISTRANO (NURSE II) YVONNE L. GIRONELLA (NURSE II) LINA G. LUDENA (NURSE II) EDSELYN L. SALIDO (NURSE II) FRANCIS LEO C. TAGADIAD (NURSE II)	
Box 5	COMPREHENSIVE TOBACCO CONTROL, SY 2025-2026 (As of March 31, 2026)	CHARITO ALBAÑA (NURSE II) NICHOL V. SALIDO (NURSE II) YVONNE KARLA B. MABAO-LOBITE (NURSE II)	
Table 14 Table 15 No. 1 No. 1.1 No. 1.2 No. 1.3 No. 1.4 No. 1.5 No. 2-3	LEARNER RIGHTS AND PROTECTION, SY 2025-2026 (As of March 31, 2026)	ALVIC MARIE S. FRANCISCO, (SEPS) (Child Protection Coordinator) ROY H. LUMBAN, (SEPS) (Division SocMob Coordinator)	
Table 15 Box 6 – Part A Box 6 – Part B Box 6 – Part C	INDIGENOUS PEOPLES EDUCATION (IPEd) PROGRAM, SY 2025-2026 (As of March 31, 2026)	SYLVIO C. CARCILLER, (PSDS) (IPEd Coordinator)	

Prepared by:

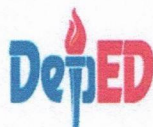
Validated by:

Noted by:

School Head/Principal

RODEL S. MEGOLLAS
Division Planning Officer

ROSALIO R. VITORILLO
SGOD Chief Education Supervisor



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