



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



Office of the Schools Division Superintendent

7 July 2026

DIVISION MEMORANDUM
No. Q15 s.2026

**UPDATING OF THE BASIC EDUCATION INFORMATION SYSTEM (BEIS)
CORNER IN SCHOOLS**

TO: ALL ELEMENTARY AND SECONDARY SCHOOL HEADS

1. Pursuant to Division Memorandum No. 733, s. 2025 regarding the *Activation of the Basic Education Information System (BEIS) Corner in Schools*, and in line with the Department's commitment to evidence-based planning and data transparency, all public elementary and secondary schools are hereby directed to update their respective BEIS Corners for the current school year.
2. The BEIS Corner serves as a vital school dashboard, providing stakeholders with reliable, accessible, and real-time data. School Heads shall ensure that the following core information is thoroughly updated to reflect current school metrics:
 - a. Five-Year Enrollment History;
 - b. Data on Personnel (Teaching and Non-Teaching Staff);
 - c. Number of School Building;
 - d. Number of Classes;
 - e. Number of Classrooms;
 - f. Number of Dropouts/Leavers;
 - g. Performance Indicators (e.g., Promotion, Graduation, and Retention Rates);
 - h. Other significant school data deemed necessary for public information;
3. To maintain data integrity, School Heads, through their designated School Information Coordinators (SICs) or LIS/BEIS Coordinators, must ensure that the displayed figures strictly reconcile with the official data uploaded to the Learner Information System (LIS) and the Enhanced Basic Education Information System (EBEIS).
4. The presentation of information should remain user-friendly, highly visible, and accessible to internal and external stakeholders. The use of



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Doc. Ref. Code	SDO-OSDS-F004	Rev	00
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updated charts, graphs, color-coded infographics, and clear typography is highly encouraged to maximize data readability and promote transparency

5. Compliance to this Memorandum shall form part of the Division's monitoring and evaluation activities. Education Program Supervisors and Public Schools District Supervisors/DICs together with School Governance and Operations Division (SGOD), through the Planning and Research Section shall ensure compliance with this directive. That all schools within their jurisdiction have complied accordingly.
6. 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.
7. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: DO 733 s, 2025

To be indicated in the Perpetual Index
under the following subjects:
UPDATING BEIS DASHBOARD

DM-041-SGOD-PR-RSM-Updating of the basic education information system (BEIS) corner in schools
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