



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Office of the Schools Division
Superintendent

April 15, 2021

DIVISION MEMORANDUM

No. 106, s. 2021

**ONLINE ORIENTATION ON THE GUIDELINES OF YEARLY COLLECTION OF DATA/
INFORMATION REQUIREMENTS, DATA VALIDATION AND UPLOADING OF BEIS
SCHOOL PROFILE**

TO : Assistant Schools Division Superintendents
Public Schools District Supervisors/OICs
Public and Private Elementary and Secondary School Heads
LIS/EBEIS School System Administrators
All Others Concerned

1. There will be an Online Orientation on the Guidelines of Yearly Collection of Data/Information Requirements and Validation Processes and the Uploading of the BEIS school profile. This is with reference to **DepEd Memorandum No. 27, s. 2019** which directed all public and private schools, state universities and colleges (SUCs), local universities and colleges (LUCs), and higher education institutions (HEIs) offering Kindergarten to Grade 12 to update the school's profile and report other data elements in the BEIS through the accomplished data gathering forms.
2. Participants to this online orientation are the following:
 1. **For public schools** – District Core Groups (*Public Schools District Supervisors, Central School Principals, 1 Secondary School Head, and District ICTs who are LIS-EBEIS system admin*) who will be responsible for the dissemination of information to the other schools within their district.
 2. **For private schools** – Private School Heads and only 1 LIS-EBEIS system admin of their school.
3. The conduct of this online orientation shall follow strictly the clustering and the schedule below:

Cluster 1 – Municipalities of Minglanilla, San Fernando, Sibonga, Alcoy, Argao, Boljoon, Dalaguete, Oslob, Samboan and Santander.

Cluster 2 – Municipalities of Aloguinsan, Asturias, Balamban, Barili, Tuburan, Pinamungajan, Alcantara, Alegria, Badian, Dumanjug, Ginatilan, Malabuyoc, Moalboal and Ronda



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph

Cluster 3 – Municipalities of Borbon, Carmen, Catmon, Compostela, Cordova, Consolacion, Liloan, Sogod, Daanbantayan, Medellin and Tabogon.

Cluster 4 – Municipalities of Pilar, Poro, San Francisco, Tudela, Bantayan, Madridejos, San Remigio, Santa Fe, and Tabuelan.

Date	Sector	Cluster
April 20, 2021 – 9:00AM-12:00NN	Private Schools	Cluster 1
April 20, 2021 – 1:00 – 4:00 PM	Private Schools	Cluster 2
April 21, 2021 – 9:00AM-12:00NN	Private Schools	Cluster 3
April 21, 2021 – 1:00 – 4:00 PM	Private Schools	Cluster 4
April 22, 2021 – 9:00AM-12:00NN	Public Schools	Cluster 1
April 22, 2021 – 1:00 – 4:00 PM	Public Schools	Cluster 2
April 23, 2021 – 9:00AM-12:00NN	Public Schools	Cluster 3
April 23, 2021 – 1:00 – 4:00 PM	Public Schools	Cluster 4

4. To accommodate the anticipated large number of participants, you are required to pre-register to this link, not later than the day before your scheduled orientation:

For Private Schools – <https://forms.gle/JqVcEnm3YbsnnfqCA>

For Public Schools – <https://forms.gle/FrcxtjpNJp3atRSx9>

5. Should you have further clarifications, please do not hesitate to contact the Division Planning Officer, **Mrs. Agustina R. Albiso** at agustina.albiso@deped.gov.ph or through mobile # 09159298718.

6. For immediate dissemination and appropriate action.

MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent

By Authority of the SDS:

LORENZO M. DIZON, EdD, CESO VI
Assistant Schools Division Superintendent