



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

Office of the Schools Division Superintendent

May 3, 2024

DIVISION MEMORANDUM
No. 281, s. 2024

**ORIENTATION ON THE BASIC EDUCATION INFORMATION SYSTEM (BEIS)
FOR SCHOOL YEAR 2023-2024 DATA COLLECTION**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 27, s. 2019, which sets the Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes, the Division of Cebu Province continues to commit and ensure the collection and generation of accurate, timely and reliable statistics that are useful in the allocation of crucial resources, budgeting, decision making, monitoring and evaluation, and in the successful implementation of the priority programs under the MATATAG agenda. Hence, the Division of Cebu Province will conduct an **Orientation on the Basic Education Information System (BEIS) Data Collection for School Year 2023-2024** on the following dates and venues:

May 07, 2024 – Orientation for all Division BEIS Validators (*see Enclosure 3 for the list of participants*)

May 08, 2024 (Batch 1) – Data Management and Information Requirement (DMIR)

May 09, 2024 (Batch 2) – Data Management and Information Requirement (DMIR)

Venue for the 3 activities: Rajah Hotel , Fuente Cebu City



2. This activity aims to provide the participants with a common understanding of the new data/requirements, concepts, and definitions and to keep them abreast of the processes and protocols in the data collection, encoding and validation.

3. Participants to this orientation are the **Division Personnel Validators, Public Schools District Supervisors, Central School Principals, Lead Secondary School Principals, District/School Property Custodians and the District ICTs (LIS/BEIS in-charge) of public schools- (total of 5 participants per District).**

4. **Participants of the CVIRAA who are also the identified participants of the said orientation shall prioritize the CVIRAA activity, hence, may send representatives on their behalf.**



5. District ICTs(LIS/BEIS in-charge) are requested to bring a laptop, extension wire and portable wifi/mobile hotspot.
6. All participants are expected to be at the venue on **DAY 0 of every activity (a day before the actual date of the activity)** for the Opening Program and other preparatory activities. **First meal will be Dinner of Day 0 and last meal will be PM Snacks of day 1 or a day after.**
7. Expenses for the said activity such as venue, meals and accommodation of PMT/Facilitators and ALL participants shall be charged against the **DRRM Funds/Local Funds**, while travel and other incidental expenses of the participants shall be charged against the **School MOOE/Local Funds**, all subject to its availability and the usual accounting and auditing rules and regulations.
8. This Memorandum serves as **Authority to Travel** of the participants and TWG Members.
9. Immediate dissemination and strict compliance of this memorandum is desired.


SENEN PRISCOLO P. PAULIN, CESO V
Schools Division Superintendent 

Enclosure 1

**ORIENTATION FOR ALL BEIS VALIDATORS
May 07, 2024@ Rajah Hotel, Fuente, Cebu City**

Time	Activities	Person/Group In-Charge/Speaker
DAY 0 (May 6, 2024)		
01:00 PM 02:50 PM	Registration and Check-in	SGOD - Planning & Research Team
03:00 PM 05:00 PM	Opening Program	
	National Anthem Prayer Sugbo Hymn Welcome Message & Rationale Acknowledgement of Participants Inspirational Message House Rules & Overview Photo Opportunity Mechanics and Schedule of BEIS Validation	Canned Dr. Gladys S. Balagtas Chief Education Supervisor, SGOD Nahershalalhashbas M. Auman EPS II, SGOD SDS Senen Priscilo P. Paulin Schools Division Superintendent Dr. Apple Maye Susvilla-Barabat SEPS, P & R Dr. Gladys S. Balagtas Chief Education Supervisor, SGOD
DAY 1 (May 7, 2024)		
08:00 AM 08:15 AM	Opening Prayer Energizer	Canned
08:16 AM 10:00 AM	BEIS Validation Forms and Templates *Memorandum from the Office of Undersecretary for Administration dated March 8, 2024 *Updates on the Data Collection & Validation re: DepEd Order 27, s. 2019 - Presentation of School Profiles * Government Elementary * Government Junior High School * Government Senior High School	Mrs. Agustina R. Albiso Planning Officer III Apple Maye A. Susvilla-Barabat, JD SREPS – Planning and Research Division
10:01 AM 10:15 AM	Health Break	

10:16 AM 12:00 NN	Continuation	
12:01 PM 12:59 PM	Lunch Break	
1:00 PM 3:30 PM	Finalization of the Mechanics and Schedule of BEIS Validation	Dr. Gladys S. Balagtas Chief Education Supervisor, SGOD
3:31 PM 4:30 PM	Next Steps Closing Program	Dr. Apple Maye Susvilla-Barabat SEPS, P & R
Emcee – Mrs. Claire Therese C. Jusay Administrative Assistant II		

Enclosure 2

**DATA MANAGEMENT AND INFORMATION REQUIREMENT (DMIR) – BATCH 1
May 08, 2024 @ Rajah Hotel, Fuente, Cebu City**

Time	Activities	Person/Group In-Charge/Speaker
DAY 0 (May 7, 2024)		
2:00 PM	Check-in	c/o Rajah Hotel
04:00 PM 05:00 PM	Registration	c/o SGOD Personnel
5:00 PM 6:00 PM	Opening Program	
	National Anthem Prayer Sugbo Hymn Welcome Message & Rationale Acknowledgement of Participants Inspirational Message House Rules & Overview Photo Opportunity	Canned Dr. Gladys S. Balagtas Chief Education Supervisor, SGOD Nahershalalhashbas M. Auman EPS II, SGOD SDS Senen Priscilo P. Paulin Schools Division Superintendent Dr. Apple Maye Susvilla-Barabat SEPS, P & R
DAY 1 (May 8, 2024)		
08:00 AM 08:15 AM	Opening Prayer Energizer	Canned
08:16 AM 10:00 AM	BEIS Validation Forms and Templates *Memorandum from the Office of Undersecretary for Administration dated March 8, 2024 *Updates on the Data Collection & Validation re: DepEd Order 27, s. 2019 - Presentation of School Profiles * Government Elementary School * Government Junior High School * Government Senior High School	Mrs. Agustina R. Albiso Planning Officer III Apple Maye A. Susvilla- Barabat, JD SREPS – Planning and Research Division
10:01 AM 10:15 AM	Health Break	

10:16 AM 12:00 NN	National School Building Inventory (NSBI) Forms	Engr. April Y. Custodio Engineer III
12:01 PM 12:59 PM	Lunch Break	
1:00 PM 3:30PM	BEIS/ NSBI Uploading of School Facility Workshop	Mrs. Agustina R. Albiso Planning Officer III Engr. April Y. Custodio Engineer III
3:31 PM 4:30 PM	Next Steps Closing Program	Dr. Apple Maye Susvilla-Barabat SEPS, P & R
Emcee – Mrs. Claire Therese C. Jusay Administrative Assistant II		

Enclosure 3

**DATA MANAGEMENT AND INFORMATION REQUIREMENT (DMIR) – BATCH 2
May 09, 2024 @ Rajah Hotel, Fuente, Cebu City**

Time	Activities	Person/Group In-Charge/Speaker
DAY 0 (May 8, 2024)		
2:00 PM	Check-in	c/o Rajah Hotel
04:00 PM 05:00 PM	Registration	c/o SGOD Personnel
5:00 PM 6:00 PM	Opening Program	
	National Anthem Prayer Sugbo Hymn Welcome Message & Rationale Acknowledgement of Participants Inspirational Message House Rules & Overview Photo Opportunity	Canned Dr. Gladys S. Balagtas Chief Education Supervisor, SGOD Nahershalalhashbas M. Auman EPS II, SGOD SDS Senen Priscilo P. Paulin Schools Division Superintendent Dr. Apple Maye Susvilla-Barabat SEPS, P & R
DAY 1 (May 9, 2024)		
08:00 AM 08:15 AM	Opening Prayer Energizer	Canned
08:16 AM 10:00 AM	BEIS Validation Forms and Templates *Memorandum from the Office of Undersecretary for Administration dated March 8, 2024 *Updates on the Data Collection & Validation re: DepEd Order 27, s. 2019 - Presentation of School Profiles * Government Elementary School * Government Junior High School * Government Senior High School	Mrs. Agustina R. Albiso Planning Officer III Apple Maye A. Susvilla- Barabat, JD SREPS – Planning and Research Division
10:01 AM 10:15 AM	Health Break	

10:16 AM 12:00 NN	National School Building Inventory (NSBI) Forms	Engr. April Y. Custodio Engineer III
12:01 PM 12:59 PM	Lunch Break	
1:00 PM 3:30PM	BEIS/ NSBI Uploading of School Facility Workshop	Mrs. Agustina R. Albiso Planning Officer III Engr. April Y. Custodio Engineer III
3:31 PM 4:30 PM	Next Steps Closing Program	Dr. Apple Maye Susvilla-Barabat SEPS, P & R
Emcee – Mrs. Claire Therese C. Jusay Administrative Assistant II		

Enclosure 4

**List of Division Validators for the BEIS Data Collection
SY 2023-2024**

Data Elements	Division Focal Person	Division In-charge
Overall Data Validation	Division Planning Officer	Agustina R. Albiso Claire Therese C. Jusay
Training on Pedagogy	Division Chiefs of CID & SGOD	Dr. Mary Ann P. Flores Dr. Gladys S. Balagtas
Curriculum-related data on learners (SPED, IP, Muslim Ed)	EPS in-charge of Special Programs (SPED, Madrasah, IPed)	Ma. Elena T. Paras Rose Mary N. Oliverio
DRRM & other related activities	DRRM Coordinator	Engr. Ester S. Roldan
Teaching & Non-teaching Personnel Data	HR Personnel	Sarah Monina M. Pomarejos Rhea Jumao-as Jane Java
Computer, Internet, and other ICT equipment	Information Technology Officer	Emmanuel Mendoza Francis John Mari Elnar Elmer M. Ocarol
MOOE	Finance Personnel	Romeo A. Go
Instructional/Non-instructional Rooms including electricity, water and other sanitation facilities, School location, Travel details	Education Facilities Personnel	Engr. April Y. Custodio
School Health Nutrition including solid waste management, tobacco control	Health and Nutrition Personnel/Medical Officer/Nurse	Asterterrie A. Bernales Namue Dela Torre
School Sports	Sports Coordinator	Dr. Gerardo S. Mantos Mark J. Alquizola
Learning and Development	Training	Louie G. Monteroso Desiree Mamugay Romeo Banaay
School Government Program (SPG, SSG, Youth Formation)	Youth Formation Coordinator	Ninaly Gesim – Northeast Mithz Labao – Northwest Phineas Jose Zita – Southeast Mark J. Alquizola – Southwest
Learner Right & Protection Concerns	Division Child Protection Focal Person	Mark J. Alquizola
LAC sessions	CID personnel	Dr. Chona B. Redoble Dr. Gladys S. Balagtas
Research	SEPS, Planning & Research	Dr. Apple Maye S. Barabat Nahershalalhashbas M. Auman
TWG who will assist the PO in the uploading of the BEIS	SGOD – PRS Personnel	Elmer M. Ocarol Claire Therese C. Jusay Aniel T. Loquellano

Enclosure 5 – Schedule and Participants/Districts

<p align="center">BATCH 1 (Day 0 - May 07, 2024) (Day 1 – May 08, 2024)</p>	<p align="center">BATCH 2 (Day 0 - May 08, 2024) (Day 1 – May 09, 2024)</p>
<p>Alcantara Alcoy Alegria Aloguinsan Argao I Argao II Asturias 1 Asturias 2 Badian Balamban I Balamban II Bantayan I Bantayan II Barili I Barili II Boljoon Borbon Carmen Catmon Compostela Consolacion I Consolacion II Cordova Daanbantayan I Daanbantayan II Dalaguete I Dalaguete II Dumanjug I Dumanjug II</p>	<p>Ginatilan Liloan Madrirdejos Malabuyoc Medellin Minglanilla I Minglanilla II Moalboal Oslob Pilar Pinamungajan I Pinamungajan II Poro Ronda Samboan San Fernando I San Fernando II San Francisco San Remigio I San Remigio II Santa Fe Santander Sibonga Sogod Tabogon Tabuelan Tuburan I Tuburan II Tudela</p>
<p>29 Districts x 5 participants = 145 participants</p> <p>TWG = 15 pax</p>	<p>29 Districts x 5 Participants = 145 participants</p> <p>TWG = 15 pax</p>

Enclosure 6 – TWG Members for DMIR (May 8-9, 2024)

NAME	OFFICE/ POSITION
1. Gladys S. Balagtas	SGOD – Chief Education Supervisor
2. Agustina S. Albiso	SGOD – Division Planning Officer
3. Apple Maye A. Susvilla – Barabat	SGOD – SREPS Planning and Research
4. Engr. April Y. Custodio	SGOD – EFD
5. Roderic T. Goles	SGOD – M&E
6. Elmer M. Ocarol	SGOD – Asst. to the DPO
7. Aniel T. Loquellano	SGOD – ADAS III
8. Louie G. Monteroso	SGOD – SREPS HRDS
9. Romeo A. Banaay	SGOD – ADA HRDS
10. Engr. Ester Roldan	SGOD – DRRM
11. Claire Therese C. Jusay	SGOD – ADAS/ Planning
12. Nahershalalhashbas M. Auman	SGOD - SocMob
13. Ninaly A. Gesim	SGOD
14. Nurse	SGOD – Medical Team
15. Nurse	SGOD – Medical Team