



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

May 16, 2022

DIVISION MEMORANDUM

No. 093, s. 2022

**VIRTUAL ORIENTATION ON BASIC EDUCATION INFORMATION SYSTEM (BEIS)
DATA/INFORMATION REQUIREMENTS FOR SY 2021-2022**

To: Asst. Schools Division Superintendent
CID and SGOD Chiefs
Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 27, s. 2019 titled *Guidelines on the Yearly Collection of Data/Information Requirements and Validation Process*, this Office, through the Schools Governance and Operations Division – Planning Unit, shall conduct a virtual orientation on the updating, encoding, and uploading of School Profile in the BEIS for S.Y. 2021-2022 to all schools on the schedules stated hereunder:

Date	Schools	Link
May 30, 2022 (8:30am to 5:00pm)	Public Elementary and Secondary Schools	meet.google.com/yiq- hkpj-dqb
May 31, 2022 (8:30am to 5:00pm)	Private Elementary and Secondary Schools	meet.google.com/qzm- bjny-zfn

2. This activity primarily aims to:
 - a. orient and capacitate the participants on the correct data reporting with the end view of having a common understanding of both new and old data elements, definitions, and concepts; and
 - b. ensure the accuracy and quality of data to be reported in the BEIS.
3. The participants to the virtual orientation are the public and private School Heads of elementary and secondary schools, EBEIS School Coordinators/System Administrators, and the identified signatories for the different BEIS Government Schools Forms.
4. The signatories for the different BEIS Government Schools Forms are the following:

<u>PUBLIC SCHOOLS:</u>		
Head of Office	REYNANTE Z. CALIGUIRAN	Schools Division Superintendent
Planning Officer III (PRS- SGOD):	MARY FLOR D. MARAMAG	Planning Officer III



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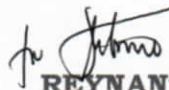
Division SPED Coordinator:	EMMA LOUISA O. JAVIER	Education Program Supervisor
Division HR Personnel:	MARY FLOR D. MARAMAG	Planning Officer III /HRMO Designate
Division ALIVE Coordinator:	EMMA LOUISA O. JAVIER	Education Program Supervisor
Senior Education Program Specialist (HRTD):	JANE MARIE D. PAGULAYAN	Senior Education Program Specialist (HRTD)
Curriculum Implementation Division (CID) Personnel:	ESTELA S. CABARO	Chief, CID
Senior Education Program Specialist (PRS-SGOD):	GRACE B. ABANA	Senior Education Program Specialist - Planning and Research Section
Division Youth Formation Coordinator:	MA. JOSEPHINE ANGELA S. CACACHO	Project Development Officer I
Information Technology Officer:	JAYSON JOSEPH L. BABARAN	Information Technology Officer I
Division Education Program Supervisor for LRMDs:	JESSICA T. CASTAÑEDA	Education Program Supervisor
Division Accountant:	MARIEL A. CAMMAYO	Accountant III
Facilities Coordinator/Div. Engineer:	RICHARD T. MANGULAD	Engineer III
Division Child Protection Focal Person/Coordinator:	JIOSEN P. CALLO	Project Development Officer II
Division School Health Coordinator/Medical Officer/Nurse:	CLEOFÉ MARY JANE D. TORRES	Medical Officer III
Division Sports Coordinator:	RANDALL A. TALAMAYAN	Education Program Supervisor
DRRM Coordinator:	JIOSEN P. CALLO	Project Development Officer II
Division IPED Focal Person/Coordinator:	BILLY P. SIDDAYAO	Public Schools District Supervisor
<i>PRIVATE SCHOOLS:</i>		
Planning Officer III (PRS-SGOD):	MARY FLOR D. MARAMAG	Planning Officer III
Senior Education Program Specialist for Monitoring and Evaluation (SGOD):	AILEEN C. IBAÑEZ	Senior Education Program Specialist - Monitoring and Evaluation

- To familiarize and acquaint ourselves with the new BEIS templates, all school heads (public and private schools), together with the BEIS School Coordinators/System Coordinators, are hereby directed to download the templates in the BEIS website using the School Head user account and may start updating their school's profile and other data elements in BEIS through the

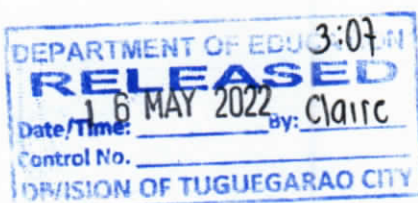


downloaded forms. **Only template/s downloaded from the BEIS website should be uploaded.**

6. Users can upload their accomplished School Profile as many times as needed; however, only data from the latest uploaded version will be saved in the database.
7. Uploading of **FINAL accomplished School Profile** in the BEIS website shall be done **on or before June 10, 2022.**
8. Validation of uploaded BEIS School's Profile and other data elements will start on June 13, 2022.
9. Further, expected participants are enjoined to have their accomplished forms ready during the orientation for finalization.
10. After uploading the final accomplished forms, all Schools (public and private) are required to submit two (2) printed copies to this Office to be signed by the respective signatories during the validation.
11. All expected participants are also required to register through the link: **bit.ly/BEISOrientationSY2021-2022** on or before May 23, 2022.
12. Participants are expected to log in thirty (30) minutes before the scheduled time.
13. Wide and immediate dissemination of and compliance with this Memorandum are desired.


REYNANTE Z. CALIGUIRAN
Schools Division Superintendent

SGOD/GMD/mfdm



Spd. 05-19



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