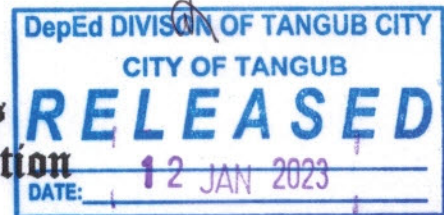




Republic of the Philippines
Department of Education
Region X

SCHOOLS DIVISION OF TANGUB CITY



12 January 2023

DIVISION MEMORANDUM

No. 09 s. 2023

**ORIENTATION FOR BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA
COLLECTION FOR SY 2022-2023**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Division Program Holders
School Heads
All Others Concerned
This Division

1. DepEd Order No. 27, 2019 (Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes) instructed all public and private elementary, junior, and senior high schools, as well as state/local universities and colleges (SLUCs) and higher education institutions (HEIs) offering basic education, by accomplishing the data gathering forms and uploading it in the system to (1) update their school profiles; and (2) report other data elements in the Basic Education Information System (BEIS). These data are crucial to the Department's operations in ensuring the availability of accurate and quality data utilized for planning, policymaking, allocation of resources, and setting operation standards.
2. School Heads are directed to take note of the following:
 - a. Integrated schools (elementary and secondary levels) that share the same facilities such as water supply, electrical supply, internet connectivity, and wash facilities shall report the same data in all levels.
 - b. If the integrated school has only one electric/water/internet billing for both elementary and secondary levels, the average cost of monthly bills/maintenance shall be the same for both levels.
 - c. The number of computers for integrated schools shall be counted based on the recipient level. For example, computers allocated in elementary schools must only be counted in elementary, even if same computers are used by both elementary and secondary learners.
 - d. In private schools and state/local universities and colleges offering elementary, junior high school, and senior high school, the number of computers shall be counted based on the number of hours the computer is used by a particular level. For example, if computers are used by learners in junior high school more than the learners in elementary, the computers shall be counted in junior high school.
3. The Department also reiterates the existing provision on the conduct of data validation as stated in DepEd Order No. 27, 2019, directing that the Division



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together with the identified focal persons, shall jointly validate the data reported by the schools to ensure accurate and quality data. For your information and ready reference, please refer to the table below:

Data Elements	Division Focal Persons
Curriculum-related data on learners (IP, SPED, ALS, etc.)	EPS In-Charge of Special Programs
DRRM and other related activities	DRRM Coordinator
Teaching and Non-Teaching Personnel	HR Personnel
Computer, Internet, and other ICT Equipment	Information Technology Officer
MOOE	Finance Personnel
Instructional/Non-Instructional Rooms including electricity, water, and other sanitation facilities, school location, travel details	Education Facilities Personnel
School Health and Nutrition including solid waste management, tobacco control	Health and Nutrition Personnel
School Sports	Sports Coordinator
School Government Program	SPG Coordinator
School Government Program (Youth Formation, SPG, SSG)	Youth Formation Officer

4. School Heads are reminded that they are responsible in ensuring the accuracy and correctness of the data reported in both physical and online reporting systems.
5. In addition, the following are important dates in the collection, encoding, and validation of BEIS data for SY 2022-2023.

Activity	Timeline
BEIS Orientation for Division Program Holders	February 2, 2023, 2:00 PM at the Division Conference Hall
BEIS Orientation for School Heads in Public and Non-DepEd Schools	February 3, 2023, 2:00 PM at the Division Conference Hall
Data Encoding	February – March 2023
Data Validation	April 2023

6. For immediate appropriate action.

NIMFA R. LAGO, PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC–Office of the Schools Division Superintendent

p.p **DELMA R. DENAPO**
 Administrative Officer-V

NRL/SGOD/dpn/01-12-2023



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