Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF TANGUB CITY

DepEd DIVISON OF TANGUB CITY
CITY OF TANGUB
RELEASED
DATE: 05 JAN 2024

January 3, 2024

DIVISION MEMORANDUM
No. 29, s. 2024

DATA MANAGEMENT AND INFORMATION WORKSHOP FOR SCHOOL HEADS

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
This Division

1. The Department of Education, being the largest bureaucracy in the government, regularly collects data through its information system – the enhanced Basic Education Information System (eBEIS), the Learner Information System (LIS), the Basic Education Information System (BEIS), and the National School Building Inventory (NSBI) – to aid top management in its decision making that will provide quality, accessible, relevant, and liberating education to its stakeholders. These include, but not limited to learners, teachers, classrooms, schools, programs, projects, and other resources such as water, electricity, internet connectivity, etc.

The data being collected by DepEd is used for various reasons, e.g. allocating resources, budgeting, and decision making, making data an integral part of strategic planning. Hence, annual data gathering as a startup procedure is vital to decision making. Also, data is used in order to analyze and suggest improvements in its systems for its enhancement of data collection used for various purposes.

2. The purpose of this workshop are the following:

a. Provide updates on roles/responsibilities/accountabilities of different user accounts;
b. Discuss additional/revised data elements in the BEIS format;
c. Introduce new facilities in the system (LIS, BEIS, and eBEIS);
d. Orient the participants on the process and documentary requirements on establishment, merging, conversion, and naming or renaming of public schools and stand-along SHS.

3. The workshop will be conducted on January 17, 2024, 8:30 AM – 4:30 PM at the Division Office Conference Hall, Tangub City.

4. Participants of this training are School Heads from public schools. There shall only be one representative per school.

5. Expenses incurred in this training are charged against 2023 HRTD Fund with PMIS Activity Code 23-6272-HRTD-010 subject to usual accounting and auditing rules and regulations.

6. For immediate and wide dissemination.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

SAAU/SGOD/dpn_08062023

Address: Anecito Siete St. Mantic, Tangub City
Telephone: (088) 530 - 5988

LIST OF PARTICIPANTS

Data Management and Information Workshop for School Heads
January 17, 2024

NAME	DESIGNATION	DISTRICT	SCHOOL
1. Lorna C. Peñonal	Chief ES, SGOD		Division Office
2. Shieldon F. Honculada	ES, SGOD		Division Office
3. Dorothy P. Neri	DPO		Division Office
4. Alden M. Antonio	ITO		Division Office
5. Rene Boy G. Roxas	SEPS HRTD		Division Office
6. Redeemer R. Denapo	SEPS M&E		Division Office
7. Porferio B. Mosiquera	SHS Coordinator		Division Office
8. Wilfredo B. Cañete	PF Coordinator		Division Office
9. Mohamad T. Batingolo	PDO		Division Office
10. Engr. Wilson M. Ozaraga	Div. Engineer		Division Office
11. Lemuel D. Burlat	School Head	North A	Hoyohoy ES
12. Christine Tortugo	School Head	North A	Banglay ES
13. Beverlie Raagas	School Head	North A	Banglay NHS
14. Roland Gomez	School Head	North A	Villaba ES
15. Johny Cadaleza	School Head	North A	Capalaran ES
16. Judy Marie F. Cabrera	School Head	North A	Sta. Maria NHS
17. Cherynito Monsubre	School Head	North A	Salimpuno ES
18. Fe T. Abella	School Head	North A	Tituron ES
19. Remilio P. Tano	School Head	North A	Capalaran West ES
20. Annalyn G. Quiap	School Head	North A	Sta. Maria CS
21. Elna Mentang	School Head	North B	Bongabong NHS
22. Bernadith Lucresio	School Head	North B	Bongabong ES
23. Segundo Datoy	School Head	North B	Manga ES
24. Ligaya M. Cabalan	School Head	North B	Polao IS
25. Stephen John Tulabing	School Head	North B	Bitoon PS
26. Margie Manlangit	School Head	North B	Minsubong ES
27. Cristopher Troniado	School Head	North B	Isidro D. Tan ES
28. Annabelle Conol	School Head	North B	Silanga ES

29. Arnold Cañas	School Head	North B	Barangay Tres ES
30. Rey Ann Mae Montañez	School Head	North B	Maloro IS
31. Arlyn Cuambot	School Head	Central A	Kimat ES
32. Joford Magante	School Head	Central A	Baluc ES
33. Maristhel Gutang	School Head	Central A	Mayor Alfonso Tan HS
34. Jelly Antipuesto	School Head	Central A	Sto. Nino ES
35. Juanilda Torres	School Head	Central A	Katagan ES
36. Edgardo Malaubang	School Head	Central A	Lumban ES
37. Loromer Carpio	School Head	Central A	Kauswagan ES
38. Susan Libonfacil	School Head	Central A	Sta. Cruz ES
39. Ivy Lagat	School Head	Central A	San Apolinario ES
40. Junnifer Gutang	School Head	Central A	Tangub City CS
41. Christy Enoc	School Head	Central B	Tangub City NHS
42. Jomar Reyes	School Head	South A	Prenza ES
43. Stephen Hondulada	School Head	South A	Labuyo ES
44. Elizabeth Virtudazo	School Head	South A	Garang ES
45. Evelyn Rodriguez	School Head	South A	Caniangan NHS
46. Ritche Mendoza	School Head	South A	Vidasto Carillo ES
47. Marlon Salvador	School Head	South A	Taguite ES
48. Ana Michell Cañete	School Head	South A	San Antonio ES
49. Roger Baril	School Head	South A	Maquilao IS
50. Honey Lee Tual	School Head	South B	Guinalaban ES
51. Joselito Rosalijos	School Head	South B	Bintana IS
52. Carlos Singgit	School Head	South B	Pangabuan Beach ES
53. Corazon Pueblas	School Head	South B	Aquino ES
54. Jose Glenn Payot	School Head	South B	Lorenzo Tan MCS
55. Herlyn Quiap	School Head	South B	Lorenzo Tan NHS
56. Roberta Singgit	School Head	Southwest A	Panalsalan ES
57. Delio Fuentes	School Head	Southwest A	Bocator ES
58. Leah Fe Ordeniza	School Head	Southwest A	Tumatyag PS
59. Melinda Lumpayao	School Head	Southwest A	Balatacan ES
60. Charence Yack	School Head	Southwest A	Balatacan Beach PS
61. Naomie Torillo	School Head	Southwest A	Silangit ES
62. Dorris Jornales	School Head	Southwest A	San Vicente ES

63. James Michael Troniado	School Head	Southwest A	Guinabot ES
64. Ronald Lompayao	School Head	Southwest A	Tugas ES
65. Vivian Quindao	School Head	Southwest A	Silangit NHS
66. Richel Ongcol	School Head	Southwest A	Pangabuan IS
67. Mae Jurado	School Head	Southwest B	Matugnao ES
68. Gladys Cuasito	School Head	Southwest B	Simasay NHS
69. Christopher Macalisang	School Head	Southwest B	Simasay ES
70. Ronel Mangindo	School Head	Southwest B	Kampit PS
71. Joseph H. Malalis	School Head	Southwest B	Owayan ES
72. Mayeth P. Remulta	School Head	Southwest B	Sicot ES
73. Benjamin D. Berenguel	School Head	Southwest B	Paiton IS
74. Warren J. Canolo	School Head	Southwest B	Sumirap NHS
75. Nonito Banawan	School Head	Southwest B	Sumirap CS

ACTIVITY MATRIX

Data Management and Information Workshop for School Heads
January 17, 2024

Time	Activity	Resource Person
8:00 AM – 8:15 AM	Arrival and Registration	
8:15 AM – 8:30 AM	Opening Program	
8:30 AM – 9:00 AM	Topic 1: Beginning-of-the-School Year (BOSY) Updating	Mrs. Dorothy P. Neri, DPO
9:00 AM – 9:30 AM	Topic 2: End-of-School Year Status	Mr. Shieldon F. Honculada, EPS-1
9:30 AM – 10:00 AM	Topic 3: Updating of SHS Exits in the LIS	Mr. Rommel E. Huertas, SHS Coordinator
10:00 AM – 10:15 AM	Health Break	
10:15 AM – 11:00 AM	Topic 4: Downloading of School Forms from the LIS	Mr. Alden M. Antonio, Division ITO
11:00 AM – 11:30 NN	Topic 5: LIS Helpdesk Processes	Mrs. Dorothy P. Neri, DPO
11:30 AM – 12:00 NN	Workshop: Filling out of Request Forms (RFs) for LIS Helpdesk	Mrs. Dorothy P. Neri, DPO
11:30 AM – 1:00 PM	Lunch Break	
1:00 PM – 2:00 PM	Topic 6: BEIS School Profiles	Mrs. Dorothy P. Neri, DPO
2:00 PM – 2:30 PM	Topic 7: National School Building Inventory (NSBI)	Engr. Wilson M. Ozaraga
2:30 PM – 2:45 PM	Health Break	
2:45 PM – 3:35 PM	Topic 5: Process and documentary requirements on establishment, merging, conversion, and naming or renaming of public schools and stand-alone SHS	Engr. Wilson M. Ozaraga, Physical Facilities Coordinator
3:35 PM- 3:50 PM	Open Forum	
3:50 PM – 4:00 PM	Closing Program	