



## DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

November 14, 2019

### DIVISION MEMORANDUM

DM No. 309, s. 2019

### BASIC EDUCATION INFORMATION SYSTEMS (BEIS) FORMS ENCODING AND UPLOADING

**To: Assistant Schools Division Superintendents, CID Chief, SGOD Chief, Public Schools District Supervisors, Public and Private School Heads, LIS/EBEIS Coordinators, All Other Concerned**

1. The Department of Education issues DepEd Order No. 27, s. 2019 for the guidelines on data collection of basic education statistics.
2. This Division thru the District Supervisors and District EBEIS Coordinators will conduct simultaneous encoding and uploading of BEIS Forms on **November 27-29, 2019** to ensure timely submission of School Forms. Specific date shall be determined by the district focal persons.
3. Public and Private Schools are advised to send their school EBEIS Coordinators to attend the activity.
4. District and School EBEIS Coordinators shall ensure that the encoded data is tally with the validated hardcopy. In case of query, the District Focal may contact the Division Planning Unit.

Public Elementary Schools 1st and 3rd District:	09192926962
Public Elementary Schools 2nd and 4th District:	09192926965
Public Secondary Schools:	09192926980
Private Schools:	09192926983

5. Four Hundred pesos (Php 400.00) worth of prepaid load for internet consumption shall be given to each district. The load shall be used in the conduct of Division BEIS/NSBI simultaneous encoding which can be claimed at the Planning Unit.
6. Private schools who will not be able to comply with the requirements on time (if the system is functional on the given period) are required to report at the Division Planning Office on the following week. Schedule will be communicated thru the Office of the Private Schools.

DEPEDQUEZON-TM-SDS-04-009-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

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DEPED - QUEZON

ICT UNIT

UNLOADED

Date/Time: 11-21-19

By: Rommel



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7. Travel and incidental expenses relative to the conduct of BEIS activities shall be charged against local fund/MOOE subject to the usual accounting and auditing rules and regulations.

  
**CATHERINE P. TALAVERA, CESO VI**  
Schools Division Superintendent 

Parmjdf11/14/2019

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