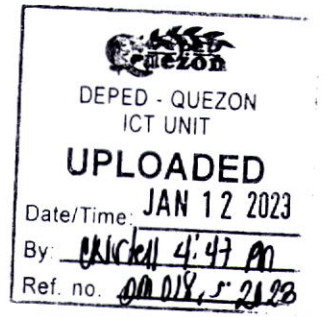




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



04 January 2022

DIVISION MEMORANDUM
DM No. 018, s. 2023

CONDUCT OF DATA GATHERING ACTIVITIES FOR SCHOOL YEAR 2022-2023

To: Assistant Schools Division Superintendents
Division Chiefs
Division BEIS Validation Team Members
Public Schools District Supervisors
School Head in-Charge of Governance and Operations
Public and Private Elementary and Secondary School Heads
School and Division Nurses and Dentists
EBEIS/LIS/ICT/LR/Research/ Youth Formation/Guidance and DRRM Coordinators
Administrative Officer II
Finance Personnel
All Others Concerned

1. In line with the implementation of Basic Education Information System (BEIS) based on DepEd Order No. 27, s. 2019, all public and private elementary, junior and senior high schools, state universities and colleges (SUCs) offering Kindergarten to Grade 12 in this Division are advised to update the schools' s profile and report other data elements in the BEIS through the accomplished data gathering form.
2. Templates and other BEIS presentation can be downloaded thru <https://tinyurl.com/QuezonBEIS2022-2023>. The downloaded template from the link can be used as draft for data gathering and school validation purposes while those that are taken from beis.deped.gov.ph shall be the final copy subject for signature and validation of the schools district and division validating team.
3. DO 27, s. 2019 provides an opportunity for large and very large divisions like DepEd Quezon to strategize, hence, the following should be observed:

Division Activities	Person/s Involved	Date
Orientation on Basic Education Information System	SGOD – Planning and Research Section, PSDSs, School Heads,	December 19-20, 2022 and

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

Division Activities	Person/s Involved	Date
Requirements for SY 2022-2023	Division/District/School Program Coordinators	January 13, 2023
School-based Data Gathering and Validation	School Heads, Program Coordinators, School Validating Team	January 3 – February 10, 2023
Simultaneous Encoding/Uploading in the System (BEIS) <i>*Schedule/s shall be identified by the PSDS/Schools Heads/BEIS Coordinators</i>	School Heads/ School BEIS Coordinators	January 23 to February 17, 2023
Schools District Validation <i>*Schedule/s shall be identified by the PSDS/Schools Heads/BEIS Coordinators</i>	PSDS/District Coordinators, School Heads	February 1 – 24, 2023
Division Validation (Documents) <i>*Venue, specific schedule per Districts shall be announced on a separate memorandum</i>	Division Validating Team	February 13- March 30, 2023
Updating of validated data	School Heads/ School BEIS Coordinators	February 1 – April 15, 2023
Adjustments/and System Validation	SGOD - Planning and Research	April 15-30, 2023
Closing of System	ICTS	April 30, 2023

**Submission of hardcopies will be done during the Division Validation.*

4. Due to the size of this Division, part of the strategy to be employed for SY 2022-2023 is the creation of District Validating Team which shall consist of Public Schools District Supervisors, Dentists/Nurses, Administrative Officer II and District Coordinators for EBEIS/BEIS/LIS, DRRM, Research, ICT, SPED, Sports, Youth Formation, IPED and Guidance.
5. Division Validating team which is also the BEIS Forms signatories shall consist of the following members:

Validating Team Member	Position	Coordinatorship/ Concern
Elias A. Alicaya Jr. EdD	Schools Division Superintendent	Head of Office
Elizabeth M. De Villa	Chief EPS (SGOD)	Chairperson

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Validating Team Member	Position	Coordinatorship/ Concern
Marbin Jeramil D. Fragata	Planning Officer III (PRS SGOD)	Vice Chairperson
Lorena S. Walangsumbat	Chief EPS (CID)	Chief EPS (CID)
Joan Alejaida R. Mauhay	Education Program Supervisor/SPED/ Private School Coordinator	Special Education, Private School
Wennie O. Gaela	HRMO/AO IV	HR Personnel
Regina V. Marino	Senior Education Program Specialist (HRTD)	HRTD
Mark Angelo M. Tiusan (1st Dist) Leah A. Perez (2nd Dist) Hazel Ann S. Camo (3rd Dist) Glenda P. Verdan (4th Dist)	Youth Formation Coordinators/ PDO	YFD
Leah A. Perez	Division Child Protection Coordinator	Child Protection
Jee-Ann O. Borines	Education Program Supervisor/ Coordinator	LRMDS
Wilbert A. Porteza	Division ITO	ICT
Edmundo R. Marin Jr.	Division Accountant	MOOE
Ramir O. Arbolente	Division Engineer	Physical Facilities
Marie Antoinette A. Tesalona	Medical Officer	School Health
Joan Alejaida R. Mauhay	Education Program Supervisor/ Sports Coordinator	Sports
Arvin A. Repaso	DRRM Coordinator/PDO	DRRM
Asuncion C. Ila	Education Program Supervisor/IPEd, ALIVE, Madrasah Coordinator	IPEd, ALIVE, Madrasah

**Based on DO 27, s. 2019*

- The filled up BEIS Form downloaded from the BEIS website shall be printed in A4 size bondpaper, with proper ear tag (for public schools only) and shall be validated first by the school and district validating team before the conduct of Division Validation.
- Validation of Private School Profile shall be done at the Division office directly. Private Schools are expected to upload the BEIS forms during the conduct of simultaneous

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

encoding as mentioned above and submit the printed copy thru the Records Section of Schools Division or Sub-Offices.

8. For other related concerns, you may reach the Planning and Research Personnel thru the following.

Purpose/s	Contact Numbers
LIS/BEIS Concerns for 1st and 3rd District Public Elementary Schools	09617236843
LIS/BEIS Concerns for 2nd and 4th District Public Elementary Schools	09192926965
LIS/BEIS Concerns for Public Secondary Schools	09192926980
LIS/BEIS Concerns for Private Schools	09192926983

9. Expenses incurred related to EBEIS/BEIS activities shall be charged against local fund/school MOOE subject to the usual accounting and auditing rules and regulations.
10. As mandated by DepEd Order No. 27, s. 2019, all personnel involved in the LIS and BEIS in all public schools and districts are allowed to render overtime (OT) services with pay during weekdays, weekends, and holidays when necessary to meet the target schedules. At the school level, these OT services can be converted to service credits as provided in DepEd Order No. 58, s. 2008, DepEd Order No. 10, s. 2009 and DepEd Order No. 58, s. 2008.
11. Widest dissemination of and strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Office-in-Charge
Office of the Schools Division Superintendent



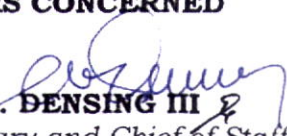


Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY
RECEIVED
DEC 06 2022
By: Caren Time: 3PM
Doc #: - 478 323 -

MEMORANDUM

TO: MINISTER, BASIC, HIGHER, AND TECHNICAL
EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
REGIONAL STATISTICIANS
DIVISION PLANNING OFFICERS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM: 
EPIMACO V. DENISING III
Undersecretary and Chief of Staff

SUBJECT: BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA
COLLECTION FOR SY 2022-2023

DATE: December 05, 2022

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, shall: (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 operational standards.

While waiting for the continuing development of the online BEIS data collection, the same data elements in the previous school year's (SY 2021-2022) data gathering forms will be collected and utilized for SY 2022-2023 with **minimal modifications on the year, cut-off dates, definitions, and reminders**. Hence, the Planning Service officially releases the following updated BEIS Data Gathering Forms for SY 2022-2023:

1. Government Elementary School Profile (GESP)
2. Government Junior High School Profile (GJHSP)
3. Government Senior High School Profile (GSHSP)
4. Private School Profile (PSP)
5. State/Local Universities and Colleges Profile (SLUCP)

However, please take note of the following:

1. 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.
2. 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.
3. 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.
4. 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.

Also, the Department would like to reiterate the existing provisions on the conduct of data validation as stated in DepEd Order No. 27, s. 2019, directing that the **Division Planning Officers (DPOs), 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 Person
Curriculum-related data on learners (IP, Muslim ED, SPED)	EPS-in-Charge of Special Programs (ALS, SPED, Sports, Madrasah, IPED, Multi-Grade)
DRRM and other related activities	DRRM Coordinator
Teaching and Non-Teaching Personnel Data	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/Legal Officer
School Health 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 Coordinator

School heads are also reminded that they are responsible in ensuring the accuracy and correctness of the data reported in both physical and online reporting systems.

The Regional Planning Officers shall provide necessary technical assistance to large and very large divisions. Likewise, they shall monitor the status of participation and submission of all schools division offices under their respective jurisdictions.

In addition, please be mindful of the following cut-off dates:

Activity	Timeline
Data Encoding	January 16, 2023 to April 16, 2023
Data Validation	February 1, 2023 to April 30, 2023
Closing of the System	April 30, 2023
Generation of Reports	May 02, 2023 onwards

For any clarifications, please do not hesitate to contact the **PS-Education Management Information System Division** through their email address ps.emisd@deped.gov.ph.

For your immediate appropriate action.