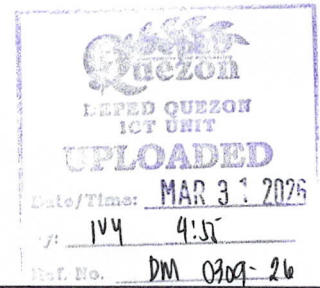




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



31 March 2026

DIVISION MEMORANDUM

No. 009, s. 2026

**VIRTUAL ORIENTATION ON BASIC EDUCATION INFORMATION SYSTEM (BEIS)
 FOR SY 2025-2026 AND OTHER PLANNING MATTERS**

To: Assistant Schools Division Superintendents
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

- In line with the implementation of the **Basic Education Information System (BEIS)** for SY 2025–2026, all **public schools BEIS Coordinators, School Heads, Public Schools District Supervisors**, and other concerned personnel are advised to attend the **Virtual Orientation on Basic Education Information System (BEIS) for SY 2025-2026 and other Planning Matters** on **April 7 and 8, 2026, at 8:00 a.m. onwards**, following the schedule below:

Date and Time	Participants	Link
April 7, 2026 (Tuesday) 8:30 a.m. to 5:00 p.m.	1st and 3rd district Public School Heads/LIS Coordinator or Administrative Officer II or Designated Non-teaching Personnel	Meeting ID: 893 3288 9348 Passcode: 123456 https://tinyurl.com/VirtualOrientBEIS26

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321
 E-mail Address: quezon@deped.gov.ph
 Website: <https://quezon.deped.gov.ph>



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April 8, 2026 (Wednesday) 8:30 a.m. to 5:00 p.m.	2nd and 4th district Public School Heads/LIS Coordinator or Administrative Officer II or Designated Non- teaching Personnel	Meeting ID: 869 2748 1548 Passcode: 123456 https://tinyurl.com/ QVirtualOrient26
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2. All participants are requested to **connect to the provided link 15 minutes before the session** begins. They are also required to **rename their Zoom account** using the format:

[District][School Name][Full Name]

For proper identification and attendance tracking, **participants must turn on their cameras** throughout the session.

3. Participants from the same district are encouraged to **convene in one location with a stable internet connection** to optimize participation and **maximize the limited number of available devices** on Zoom platform.
4. **Expenses related to BEIS/LIS/NSBI activities** may be charged against **School MOOE** or **local funds**, subject to the usual **accounting and auditing rules and regulations**.
5. **Immediate dissemination and strict compliance** with this Memorandum are hereby desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

paratma03/31/2026

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Matrix of Activities

April 7-8, 2026

Time	Activity	Assigned Personnel
9:00 am – 9:15 am	National Anthem Bagong Pilipinas Prayer CALABARZON HYMN LALAWIGAN NG QUEZON Quality Management Policy	VIDEO PRESENTATION
9:15 am – 9:30 am	Presentation of Participants	LEAH M. ABEJO Planning Staff
9:30 am – 9:40 am	Welcome Remarks	JUANITO A. MERLE SGOD Chief
9:40 am – 9:50 am	Inspirational Message	ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent
9:50 am – 10:00 am	Photo Opportunity	
10:00 am - 10:10 am	Statement of Purpose	ALMA M. QUIAMBAO Planning Staff
10:10 am – 12:00 pm	Orientation on BEIS	AKIMI THERESE M. ASANO (OIC-Planning Officer)
Break		
12:45 pm – 4:30 pm	Continuation of Orientation on BEIS	AKIMI THERESE M. ASANO (OIC-Planning Officer)
4:30 pm – 4:45 pm	Open Forum	
4:45 pm – 5:00 pm	Closing Remarks	AKIMI THERESE M. ASANO (OIC-Planning Officer)
LEAH M. ABEJO Master of Ceremony		

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