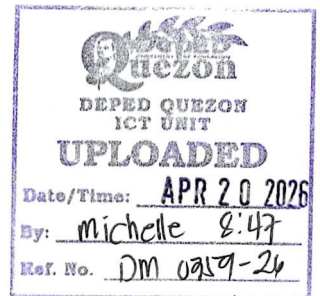




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



16 April 2026

DIVISION MEMORANDUM

No. 0259, s. 2026

CONDUCT OF VIRTUAL ORIENTATION ON BASIC EDUCATION INFORMATION SYSTEM (BEIS) FOR SY 2025-2026 FOR PRIVATE SCHOOLS

To: Assistant Schools Division Superintendents
Private Schools
All Others Concerned

1. In line with the implementation of the **Basic Education Information System (BEIS)** for SY 2025–2026, all **BEIS Coordinators of private schools, school heads** and other concerned personnel are hereby advised to attend the **Virtual Orientation on Basic Education Information System (BEIS) for SY 2025-2026** on **April 20, 2026, at 8:30 a.m. onwards** via Microsoft Teams through the following link: **<https://tinyurl.com/VOBEISPrivateSchools26>**.
2. All participants are requested to **connect to the provided link 15 minutes before the session** begins. They are also required to **rename their Microsoft team account** using the format:
[School Name][Full Name]

For proper identification and attendance tracking, **participants must turn on their cameras** throughout the session.
3. **Immediate dissemination and strict compliance** with this Memorandum are hereby desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

paratma04/16/2026

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>



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

Matrix of Activities
April 20, 2026

Time	Activity	Assigned Personnel
9:00 am – 9:15 am	Nationalistic Song Prayer CALABARZON HYMN Quality Management Policy	VIDEO PRESENTATION
9:15 am – 9:30 am	Presentation of Participants	LEA 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 – 5:00 pm	Closing Remarks	AKIMI THERESE M. ASANO (OIC-Planning Officer)
LEA M. ABEJO Master of Ceremony		

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>