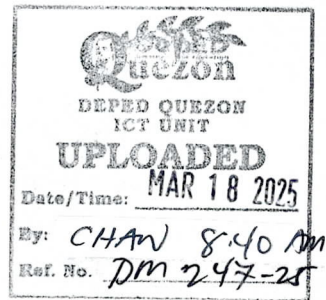




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 March 2025

DIVISION MEMORANDUM
DM No. 247 s. 2025

**VIRTUAL ORIENTATION ON DATA MANAGEMENT INFORMATION SYSTEM
REQUIREMENTS (BEIS AND NSBI) FOR SY 2024-2025**

To: Assistant Schools Division Superintendents
Division Chiefs
Division BEIS Validation Team Members
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
School and Division Nurses and Dentists
District EBEIS/LIS/NSBI/ICT and DRRM Coordinators
Administrative Officer II
Project Development Officer II
All Others Concerned

1. In line with the implementation of the Basic Education Information System (BEIS) and National School Building Inventory (NSBI) for SY 2024-2025, all public and private school BEIS/NSBI Coordinators and/or School Heads, Public Schools District Supervisors, and other concerned personnel are advised to attend the **Virtual Orientation on Data Management and Information System Requirements on March 21, 2025, at 8:30 a.m.**
2. All participants are requested to connect to the prescribed link (*see Matrix of Activities for the meeting link*) **15 minutes before the session begins**. Participants must rename their MS Teams account using the following format for proper identification: **[District][School Name][Full Name]**. Additionally, all participants are required to turn on their cameras during the meeting.
3. Participants experiencing internet connectivity issues may gather in a location with a more stable connection. **This is also to maximize the limited number of available devices in MS Teams.**

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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4. **Private school and SUC participants** shall attend only until the discussion of the Private School/SUC Profile.
5. Expenses related to **BEIS/LIS/NSBI activities** shall be charged against **MOOE/local funds**, subject to existing accounting and auditing rules and regulations.
6. Immediate dissemination and strict compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Parmjdf02/25/2025

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Matrix of Activities

March 21, 2025

Meeting link: https://tinyurl.com/QuezonDMIR24-25		
8:30 – 8:45	National Anthem Bagong Pilipinas Prayer CALABARZON HYMN LALAWIGAN NG QUEZON Quality Management Policy	VIDEO PRESENTATION
8:45 – 9:00	Presentation of Participants	LEA M. ABEJO Planning Staff
9:00 – 9:15	Welcome Remarks	JUANITO A. MERLE SGOD Chief
9:15 – 9:30	Inspirational Message	ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent
9:30 – 9:40	Photo Opportunity	
9:40 - 10:00	Statement of Purpose	MARK ROE M. ESMERNA Planning Staff
10: 00 – 10:45	Recognition of SY 2023-2024 Performance of Schools in LIS/BEIS and NSBI	MARBIN JERAMIL D. FRAGATA Planning Officer III (or Video Recordings)
10:45 – 11:30	Revisions in the Data Gathering Forms including cut-off date and pre-loaded	
11:30 – 12:00	Elaborate proper reporting of the following: <ul style="list-style-type: none"> ✓ Group Handwashing Facilities ✓ Internet Connectivity ✓ Electrical Supply ✓ NC who Took and Passed (previous SY) ✓ No. of Classes Assigned to teachers 	
Break		
1:00 – 1:45	<ul style="list-style-type: none"> ✓ Guidance in data validation ✓ Updates on the Redevelopment of the BEIS ✓ Updates on the LIS EOSY 2024-2025 	MARBIN JERAMIL D. FRAGATA Planning Officer III (or Video Recordings)
1:45 – 3:15	National School Building Inventory (For Public Schools only)	GIAN CARLO O. PARDILLA Technical Assistant IV
3:15 – 3:45	Open Forum	
3:45 – 4:00	Closing Remarks	VENUS T. BALMEDINA OIC - ASDS
RODELIO M. ESMERNA JR. Master of Ceremony		

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