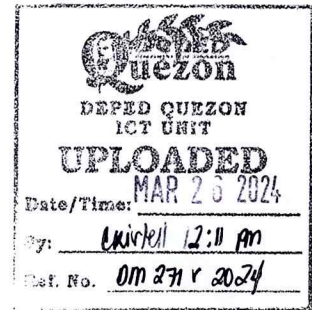




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



21 March 2024

**DIVISION MEMORANDUM**

DM No. 271, s. 2024

**VIRTUAL ORIENTATION ON DATA MANAGEMENT INFORMATION SYSTEM  
REQUIREMENTS (BEIS AND NSBI) FOR SY 2023-2024 AND  
PERFORMANCE BASED BONUS 2022 UPDATES**

**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/ PBB-in-Charge  
Project Development Officer I  
All Others Concerned

1. In line with the implementation of Learner and Enhanced Basic Education Information System for SY 2023-2024 all public and private school BEIS/NSBI/PBB Coordinators and/or School Heads, Division BEIS Validation Team Members, Public Schools District Supervisors, District BEIS/ICT, DRRM Coordinators, District Dental and Health Personnel, Project Development Officer I, Administrative Officer II, and other concerned personnel are advised to attend the **Virtual Orientation on Data Management and Information System Requirements and National School Building Inventory for SY 2023-2024 and Performance Based Bonus 2022 Updates** following the schedule below.

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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Date	Participants	Zoom Link
April 1, 2024 8:30 a.m.-12:00nn	Private School/ SUCs LIS/BEIS Coordinators	Meeting ID: 859 3151 8781 Passcode: 12345
April 1, 2024 1:00p.m.-5:00p.m.	1 <sup>st</sup> Congressional District with Candelaria East and West and Dolores Districts	Meeting ID: 859 3151 8781 Passcode: 12345
April 2, 2024 8:30 a.m.-12:00nn	3 <sup>rd</sup> Congressional District with Tiaong 1 and 2 and San Antonio Districts	Meeting ID: 893 3539 0359 Passcode: 12345
April 2, 2024 1:00p.m.-5:00p.m.	4 <sup>th</sup> Congressional District with Sariaya East and West Districts	Meeting ID: 893 3539 0359 Passcode: 12345

- All participants are requested to connect to the prescribed link 15 minutes before the meeting begins, and are all required to rename their Zoom account with the following format: **District Name of School Name\_Full Name** for proper identification. Please be reminded also to have all cameras turned on during the meeting.
- Participants with internet difficulties may gather together in an area with better internet connection.
- Expenses relative to the conduct of BEIS/LIS/PBB activities shall be charged against MOOE/local funds subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

Parmjdf03/21/2024

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**Matrix of Activities**

April 1-2, 2024

National Anthem Prayer CALABARZON HYMN LALAWIGAN NG QUEZON Quality Management Policy	<b>VIDEO PRESENTATION</b>
Presentation of Participants	<b>LEAH M. ABEJO</b> Administrative Assistant II
Welcome Remarks	<b>VENUS T. BALMEDINA</b> Assistant Schools Division Superintendent (SGOD-in-Charge)
Inspirational Message	<b>ROMMEL C. BAUTISTA, CESO V</b> Schools Division Superintendent
Statement of Purpose	<b>MARBIN JERAMIL D. FRAGATA</b> Planning Officer III
Status of LIS Pending Request	<b>BERNADETH A. PLACINO</b> Registrar I
Data Management Information Requirements for SY 2023-2024	<b>MARBIN JERAMIL D. FRAGATA</b> Planning Officer III
National School Building Inventory (For Public Schools only)	<b>GIAN CARLO O. PARDILLA</b> Technical Assistant IV
Performance-Based Bonus Updates (For Public Schools only)	<b>RODELIO M. ESMERNA JR.</b> Administrative Officer II
<b>Open Forum</b>	
Closing Remarks	<b>ELIZABETH M. DE VILLA</b> SGOD Chief

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