



Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

April 19, 2022

DIVISION MEMORANDUM

No. 180, s. 2022

CONDUCT OF VIRTUAL ORIENTATION ON BASIC EDUCATION INFORMATION SYSTEM (BEIS) FORMS  
FOR SCHOOL YEAR 2021-2022 AND DESIGNATING TIMELINE FOR GUIDANCE OF SCHOOLS

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
DIVISION CHIEFS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC, PRIVATE, & SUCs SCHOOL HEADS  
ALL OTHERS CONCERNED

1. This Office through the Planning and Research Section of SGOD announces the conduct of One-Day Virtual Orientation on BEIS Forms for School Year 2021-2022 designating Timeline for the guidance of Schools following the indicative schedule:
  - a. April 25, 2022 - ALL Public Schools
  - b. April 26, 2022- ALL Private Schools and SUCs.
2. The Virtual Orientation will start at 9:00 am until 4:00 pm. Meeting link shall be deployed an hour prior to the scheduled meeting.
3. The objective of this activity is consistent with DepEd Order No. 27, S. 2019, that shall ensure accountability in the data collection, timely and responsive data-driven decisions all geared to the attainment of DepEd Vision and Mission.
4. The participants of this Virtual Orientation shall be all LIS/BEIS Coordinators from Public, Private, and SUCs schools.
5. The designated Orientation Management Team shall be composed of the following:
  - a. Jade B. Calleja, SEPS Planning and Research
  - b. Angelo V. Alcaraz, Planning Officer, PRS
  - c. Almer Bugal, LIS Coordinator, LNHS
  - d. Christian Lopez, LIS Coordinator, Marasbaras NHS

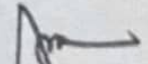


- e. Quennie Meracap, LIS Coordinator, Anibong Night HS
- f. Jepson Balais, LIS Coordinator, Lucio Vivero CS
- g. Reyna Dado, LIS Coordinator, DVQMS
- h. Imah Pertible, ADAS II, PRS
- i. Antonio Dy, ADAS I, PRS

6. The Timeline is hereby provided for guidance of all school relative to the BEIS Forms Accomplishment, Validation, and Encoding/Uploading to the BEIS Portal:

Indicative Date	Activity	Expected Action/Output
April 21, 2022	Coordination Meeting by the Division Orientation Management Team	Finalized Program Flow during the April 25 & 26, 2022 Virtual Orientation
April 25-26, 2022	Conduct of Virtual Orientation	Guidance to all Schools/Oriented concerned School Personnel on BEIS Forms
April 27- May 13, 2022	Conduct of School Orientation to the School Planning Team	Guidance to all Schools/Oriented School Planning Team Members on BEIS Forms
May 16- June 3, 2022	Validation and Encoding	Validated BEIS Data
June 6-24, 2022	Validation and Uploading to the BEIS Facility	100% Validated BEIS Data Uploaded to BEIS Facility
June 27-30, 2022	Report Generation	100% of all Schools uploaded the School BEIS Forms and eligible for Report Generation

- 7. Expenses incurred in the conduct of the activities stipulated herein shall be charged to local funds, subject to the accounting, auditing, and procurement rules and regulations.
- 8. For information, guidance, and compliance of all concerned.

  
**MARIZA S. MAGAN, EdD, CESO V**  
 Schools Division Superintendent