



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

January 13, 2023

DIVISION MEMORANDUM

No. 02, s. 2023

**CONDUCT OF 1-DAY BASIC EDUCATION INFORMATION SYSTEM BEIS-SCHOOL PROFILE
ORIENTATION TO PRIVATE SCHOOLS AND SUCs FOR SY 2022-2023**

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PRIVATE & SUCs ELEMENTARY & SECONDARY SCHOOL HEADS
PRIVATE & SUCs SCHOOL LIS OR BEIS COORDINATORS
ALL OTHERS CONCERNED

1. This Office through the Planning & Research Section of SGOD respectfully informs the field on the conduct of the 1-day Basic Education Information System BEIS-School Profile Orientation to Private Schools and SUCs for SY 2022-2023 come January 27, 2023, Friday. The venue shall be announced later.
2. The objectives of this activity are:
 - a. Orientation on the Salient Features and new data requirements in accomplishing the SY 2022-2023 BEIS School Profile documents/reports.
 - b. Setting process flow and timelines as anchored to the timelines and processes set by DepEd Central Office.
 - c. Conduct simulation activity as to the accomplishments of the BEIS Forms and Data Elements.
 - d. Discuss issues and concerns relative to the BEIS-School Profile Data Requirements and other pertinent matters.
3. This activity shall be participated in by 33 LIS or BEIS coordinators from Private Schools, 2 from SUCs, and 5 members of the Activity Management Team from the Planning & Research Section.

4. A minimal registration fee of 500.00 shall be collected from every participant to defray expenses for 2 snacks, 1 lunch, tarp, office supplies and other incidental expenses incurred in the conduct of this activity, subject to procurement, accounting, and auditing procedures, rules, and regulations.
5. Payment shall be made through the Division Cashier care off Miss Nancy Aninao on or before January 27, 2023.
6. A registration and confirmation google forms shall be deployed on or before January 16, 2023 for the participants to register and confirm their attendance/participation to the said activity. We need confirmation on or before January 18, 2023 @11 in the morning.
7. For information, guidance, and compliance of all concerned.


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

Reference: DepEd Order 27, 2019 "Guidelines on Yearly Collection of Data/Information Requirements and Validation Processes"

PRS-SGOD



RELEASED

Date: 1/13/22
Time: 11:10

