



Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

March 14, 2024

**DIVISION MEMORANDUM**

No. 246, s. 2024

**DATA COLLECTION, VALIDATION, & UPLOADING OF BASIC EDUCATION INFORMATION SYSTEM (BEIS) ALSO KNOWN AS THE SCHOOL PROFILE FOR SCHOOL YEAR 2023-2024**

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
 CHIEF, CURRICULUM IMPLEMENTATION DIVISION  
 CHIEF, SCHOOL GOVERNANCE & OPERATIONS DIVISION  
 PUBLIC, PRIVATE, & SUCs SCHOOL HEADS & ADMINISTRATORS  
 All Others Concerned

1. In conformity with DepEd Order No. 27, s. 2019 titled **Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes**, the Department provides the basis for the annual data collection in the Basic Education Information System. This Office instructs all public schools, private schools, and SUCs offering basic education in this division to update the school profile and other data elements through the accomplished data gathering forms.
2. As our anchor, the Department remains committed to ensuring coherent data collection and generation of quality education data. Data is vital in planning, allocating crucial resources, budgeting, policy making, and monitoring and evaluation, thereby improving ultimately the delivery of quality basic education. This also recognizes and acknowledges the shared responsibility of all concerned personnel across the governance levels in reporting correct data in the system in our esteemed support in the implementation of MATATAG Agenda.
3. Data Gathering Forms for School Year 2023-2024 shall be deployed to the GCs of the School Heads and the Program Focal/Implementers:
  - i. Government Elementary Profile
  - ii. Government Junior High School Profile
  - iii. Government Senior High School Profile
  - iv. Private School Profile
  - v. State/Local Universities and Colleges Profile
4. Officials and Personnel designated to validate with their corresponding terms of reference and Timelines are hereby attached as enclosures.
5. For clarifications and relevant queries, kindly connect with MR. ANGELO V. ALCARAZ, *Planning Officer III*, on this contact no. 09675081925.
6. Expenses incurred relative to the conduct of this activity shall be charged to MOOE/Local Funds subject to procurement, accounting, & auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

**SHERLITA A. PALMA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 Office -In-Charge  
 Office of the Schools Division Superintendent

DO NO. 115, s. 2024

Enclosures: Officials and Personnel designated as Validators, Terms of Reference, and Timelines  
 Reference: DO 27, s. 2019  
 To be indicated in the Perpetual Index under the following subjects:

SCHOOL PROFILE      DATA GATHERING      CRUCIAL RESOURCES      VALIDATION

AVA/PLOIII



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