



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OFFICE OF BAGUIO CITY

18 April 2022

DIVISION MEMORANDUM
 No. 11, s. 2022

ONLINE ORIENTATION ON BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA FOR SY 2021-2022

To : All Public Schools District Supervisors
 Public and Private School Heads
 Public and Private School LIS/BEIS Coordinators
 Others Concerned

1. As part of the annual data collection and updating of School Profile and Other Data Elements on the Basic Education Information System (BEIS), this office through the School Governance and Operations Division – Planning and Research Section (SGOD-PRS) will conduct the BEIS Orientation on April 27, 2022 via Zoom platform through: <https://tinyurl.com/SDOBaguioBEIS>

2. Schedule of the orientation are as follows:

Session	Time	Participants
Morning	9:00 AM to 12:00 NN	Private Elementary and Secondary Schools
Afternoon	1:30 PM to 5:00 PM	Public Elementary and Secondary Schools

3. All Schools shall upload their accomplished BEIS school profile in excel file both in the BEIS website and in the Backup Data Bank folder through: <https://tinyurl.com/BEIS20212022>. Kindly re-upload in the Backup Data Bank any data changes after validation.

4. For the Timeline of BEIS Activities, please refer to Enclosure 1 of this Memorandum.

5. Immediate and wide dissemination of this Memorandum is desired.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
 Schools Division Superintendent

SGOD/PR/jlsd



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Enclosure 1 to Division Memorandum III, s.2022

Basic Education Information System Timeline of Activities
SY 2021-2022

Activity	Timeline	Level of Governance
Orientation to Schools	April 27, 2022	SDO
Encoding in the system	April 18, 2022 to May 20, 2022	School
Validation	May 23, 2022 to June 24, 2022	SDO
Generation of Validated School Profiles	June 27, 2022 to June 30, 2022	School

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