



Republic of the Philippines
Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

DEPED DIVISION OFFICE
BAGUIO CITY

RELEASED
DATE: JAN 04 2023
TIME: _____
BY: _____

January 3, 2023

DIVISION MEMORANDUM

No. 004, s. 2023

**ORIENTATION ON BASIC EDUCATION INFORMATION SYSTEM
(BEIS) DATA COLLECTION FOR SY 2022-2023**

To: All Public Schools District Supervisor
Public Elementary and Secondary School Heads
Private Elementary and Secondary School Heads
In-charge of BEIS/LIS
School and Division Focal Person

1. As part of the yearly collection and updating of data/information of school profile and other data elements in the Basic Education Information System (BEIS), there will be an online orientation on BEIS on January 13, 2023.

Link: <https://bit.ly/EBEIS22-23>

Meeting ID: 872 4060 7072

Passcode: 5nizNa.

2. Schedule of the orientation are as follows:

TIME	PARTICIPANTS
1:30 PM – 3:00 PM	Private Elementary and Secondary Schools
3:30 PM – 5:00 PM	Public Elementary and Secondary Schools (Please refer to Enclosure 1 to DM ___, s. 2023)

3. The following are the cut-off dates:

ACTIVITY	TIMELINE
Data Encoding	January 16, 2023 – March 31, 2023
Data Validation	February 1, 2023 – April 15, 2023
Closing of the System	April 30, 2023
Generation of Reports (CO)	May 2, 2023 onwards

4. Immediate and wide dissemination of this memorandum is required.

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

Enclosure 1 to Division Memorandum No. 004 , s. 2023

Data Elements	School/Division Focal Person
Curriculum-related data on learners (IP, Muslim Ed, SPED)	EPS-in-Charge of Special Programs (ALS, Sped, Sports, Madrasah, IPED)
DRRM and other related activities	DRRM Coordinator
Teaching and Non-teaching data	HR Personnel
Computer, Internet and other ICT Equipment	Information Technology Officer
MOOE	Finance Personnel
Instructional/Non-Instruction Rooms including electricity, water and sanitation facilities, School location, travel details	Education Facilities Personnel/Legal Officer
School Health Nutrition including solid waste management, tobacco control	Health and Nutrition Personnel
School Sports	Sports Coordinator
School Government Program	SPG Coordinator
School Government Program (Youth Formation, SPG,SSG)	Youth Formation Coordinator