

File



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

January 30, 2023

**DIVISIONAL MEMORANDUM**

No. *033*, s. 2022

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Public School Heads  
Private School Administrators  
Other Concerned Personnel  
This Division

- In reference to DepEd Order no. 27, s. 2019 (Guidelines on Yearly Collection of Data/Information Requirements and Validation Processes), this Division directs all public and private schools to accomplish the BEIS data gathering forms and upload them in the system on or before February 17, 2023.
- The data gathering forms for SY 2022-2023 are the following:
  - Government Elementary School Profile (GESP);
  - Government Junior High School Profile (GJHSP);
  - Government Senior High School Profile (GSHSP); and
  - Private School Profile (PSP).
- Schools are directed to be mindful of the timeline stipulated below:

Activity	Timeline
Data Encoding	January 30, 2023 to February 17, 2023
Data Validation	February 18, 2023 to March 24, 2023
Closing of the System	April 30, 2023
Generation of Reports	May 2, 2023 onwards

4. The Division would like to reiterate the existing provisions on the conduct of data validation as stated in DepEd Order no. 27, s. 2019, directing that the Division Planning Officer, together with the identified focal persons, shall jointly validate the data reported by the schools to ensure accurate and quality data. Validation may be done through ocular inspection and/or virtual review. For information and ready reference, please refer to the table below:

Data Elements	Division Focal Person(s)
Curriculum-related data on learners (IP, Muslim Ed, SPED)	SPED – Letecia D. Tatoy Sports – Imelda D. Pongase IPED – Angelita Maribojoc



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	Multigrade - Rosemary Abapo
DRRM and other related activities	Arlene C. Via
Teaching and Non-teaching Personnel	Adda Liza J. Saquin
Computer, Internet and other ICT Equipment	Regie A. Cathedral
MOOE	Maricel D. Avila
Instructional/Non-instructional Rooms including electricity, water and other sanitation facilities, school location, travel details	Eric Paul M. Catulong Atty. Vincent Sheldon A. Zabala
School Health and Nutrition	Alice Fe C. Paderanga
School Sports	Johnnel A. Guango
School Government Program	Jan Lianne M. Ozaraga Christine M. Rigodon
Private School Data	Luisander C. Luy

5. Attached below are the technical steps to access the school profile templates. After completing the templates, schools are advised to prepare printed copies to be given to the Division validation team during their school visit. After the validation, schools are expected to submit to this Office the final copies of their school profile(s) and upload the soft copy to the BEIS facility.
6. Immediate and wide dissemination of this Memorandum is hereby enjoined.

**JEAN G. VELOSO**  
Schools Division Superintendent

Encl: As Stated  
Reference: DepEd Order (DO) No. 27 s. 2019  
To be indicated in the Perpetual Index  
Under the following subjects:

**RECOMMENDED PPAS**



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Step 3: Download the current version of school profile(s) and open the downloaded file. Accomplish the document as soon as possible.



Step 4: After accomplishing the school profile(s), upload it in the same facility as encircled below.

