



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



March 15, 2024

REGIONAL MEMORANDUM

ORD No. 246, s. 2024

To: Schools Division Superintendents
 SDO Planning Officers
 All Others Concerned

**ONLINE ORIENTATION FOR SDO PLANNING OFFICERS ON
 BEIS DATA COLLECTION FOR SY 2023-2024**

1. Pursuant to DO no. 27, s, 2029 titled Guidelines on the Yearly Collection of Data/Information Requirement and Validation Processes, and Unnumbered Memorandum titled Basic Education Information System (BEIS) School 2023-2024 Data Collection, the Department instructs all public and private schools, including State/Local Universities and Colleges offering basic education in the country, to update the school profile and other data elements through the accomplished data gathering forms.
2. In accordance with this, this Office, through its Policy, Planning, and Research Division, in partnership with the Educational Management Information System Division (EMISD) - Planning Service, DepEd Central Office, will conduct the aforementioned activity on March 19, 2024, from 8AM to 12 NN via this Google Meet link: bit.ly/1stQMeetingwDPO. The initial phase of this activity will be a coordination meeting for the historical data presentation.
3. The purpose of this activity is to present an updated version of the data collection forms as well as to provide technical assistance/guidance on issues and concerns about data collection and validation.
4. Participants in this activity are the 16 SDO Planning Officers, who are also expected to complete the pre-survey at this link: <https://tinyurl.com/LISBEISIssuesConcerns> on or before March 18, 2023, 5PM.
5. Please see the attached enclosure for the indicative timeline of activities.
6. For any inquiries or clarifications, please contact the RO Planning Officers, Marco B. Realista and Nerissa Z. Lauan, at marco.realista@deped.gov.ph and nerissa.lauan@deped.gov.ph.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.

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 Director IV



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Enclosure

Indicative Timeline of Activities

Time	Activity	Person/s Responsible
Part I		
8:00 -8:15	Preliminaries	Joselito Limjoco, ADAS V- RO PPRD
8:15 – 8:45	Presentation of Historical Data	Joseph T. Indicio, Stat I
8:45 – 9:00 AM	Health Break	
Part II		
9:00 – 9:15	Roles and Responsibilities of RO and SDO on BEIS Data Collection and Validation	Lilia A. Ricero, OIC-Chief PPRD and EPS
9:15 – 10:00 AM	Presentation of Data Gathering Form <ul style="list-style-type: none">• GESP	Ma. Theresa C. Bernabe, PO III, SDO Taguig City and Pateros and Nerissa Z. Lauan, PO III- RO PPRD
10:00 – 10:45 AM	Presentation of Data Gathering Form <ul style="list-style-type: none">• GJHSP-PSP-SLUCP	Lea D. Miralpes, PO III- SDO Makati and Marco B. Realista, PO III- RO PPRD
10:45 – 11:30 AM	Presentation of Data Gathering Form <ul style="list-style-type: none">• GSHSP	Federico Calderon, PO III- SDO Malabon and Maria Concepcion T. Sison, PO III-SDO Valenzuela
11:30 – 12:00 NN	Questions and Answers	Mr. Ariel Tandingan, Information System Analyst III, EMISD

Emcee: Nerissa Z. Lauan, PO III, RO-PPRD



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