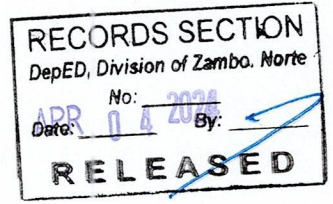




Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



April 1, 2024

Division Memorandum  
 No. 214, s. 2024

**BASIC EDUCATION INFORMATION SYSTEM (BEIS)  
 FOR SCHOOL YEAR 2023-2024 DATA COLLECTION AND VALIDATION**

TO: PSDS and PICDs  
 School Heads, Public Elementary and Secondary Schools  
 Private and SUCs School Administrators  
 District BEIS Focal/Coordinators  
 All Others Concerned

1. Pursuant to DepEd Order No. 27, s. 2019 titled Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes, the Schools Division of Zamboanga del Norte announces the conduct of the yearly data collection and validation to all 35 School Districts including Private, State Universities and Colleges.
2. The following forms capture the revisions and additional data elements/information, to wit:
  - A) Government Elementary School Profile
  - B) Government Junior High School Profile
  - C) Government Senior High School Profile
  - D) Private School Profile
  - E) State/Local Universities and College Profile
3. The data collection:
  - a. capacitates the field personnel on the additional data/information requirements and changes in the BEIS data gathering forms for SY 2023-2024 collection,
  - b. aids in allocating crucial resources, budgeting, policy making, monitoring and evaluation,
  - c. improves the delivery of quality basic education

**TIMELINES**

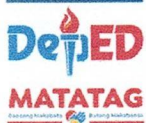
Activities	Schedule
Start of BEIS SY 2023-2024 Encoding	April 1, 2024
Data Validation	May 1-31, 2024
End of BEIS SY 2023-2024 Encoding	May 31, 2024

**DATA VALIDATION**

**School Heads** are responsible for validating the accuracy and correctness of data reported by their school.

The **Division Focal Person** shall sign the forms to ascertain that the data reported are correct and validated. Please refer to **(Annex A)**.

**Online/Onsite validation** shall be done by the **Division Planning and Research Management Personnel** on the schedule attached as **(Annex B)**.



*[Handwritten signature]*



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4. These concerned personnel shall take note of the following information:

**Orientation.** 35 BEIS District Coordinators identified by the Public Schools District Supervisor (*1 BEIS Coordinator per District*) participants are required to attend the Orientation Workshop on April 12, 2024, 8:00 AM at 4<sup>th</sup> Floor, New SDO Building.

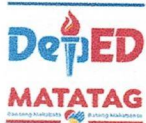
**Electronic Devices.** Participants shall bring their laptops necessary for validation.

**Travel Expenses.** Transportation and other incidental expenses during data validation shall be charged to local funds subject to the usual accounting and auditing procedures.

5. For clarification, please contact Planning Officer Giparel B. Elumba and Hazel J. Ranjith thru 0917-114-8316.
6. Widest dissemination and strict compliance of this memorandum is desired.

**ROY C. TUBALLA EMD, JD, CEÑO V**  
Schools Division Superintendent

P&R/hjr/DM- BEIS SY 2023-2024 DATA COLLECTION AND VALIDATION  
DM No. 04/ 040124



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FB: DepEd Tayo- Schools Division of Zamboanga del Norte





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**Division Focal Person/Validator**

**ANNEX A**

<b>Data Elements</b>	<b>Division Focal Person/Validator</b>
Curriculum-related data on Learners	EPS-in-charge of special Programs ALS - Leynie Boy G. Bellino SPED - Arcelita B. Zamoras Sports - Arturo J. Lamdag MADRASAH - Yusoph A. Dauh IPED - Evelyn C. Labad Multigrade - Grace T. Dela Cruz
DRRM and other related activities	Ethyl Kimberly S. Labadan - PDO II-DRRM
Teaching and Non-Teaching Personnel Data	Robert I. Poculan III – SEPS HRTD Marylynne B. Bayron – AO IV Personnel
Computer, Internet, and other ICT	Julius O. Belagantol – ITO I
MOOE	Arvie M. Ompoy, Accountant III
Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel details	Engr. Dave A. Patigayon – Engineer III
School Health Nutrition including solid waste management, tobacco control	District Nurse Incharge
School Sports	Arturo J. Lamdag _EPS II (Sport Coord.)
School Government Program	Joseph L. Pantoja – PDO I
School Government Program (Youth Formation, SPG, SSG)	



Republic of the Philippines

# Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

## ONLINE DATA VALIDATION SCHEDULE

ANNEX B

DISTRICT	DATES	VENUE	NUMBER OF SCHOOLS (Public, Private, SUCs)
Labason, Gotalac I, Gotalac II	May 6, 2024	Gotalac CS	79
Baliguian, Siocon, Sirawai	May 7, 2024	Siocon National Science HS	78
Sibuco	May 8, 2024	Sibuco CS	35
Liloy I, Liloy II, Tampilisan, Kalawit	May 9, 2024	Liloy NHS	96
La Libertad, Mutia, Rizal, Sibutad, Piñan	May 13, 2024	Piñan CS	90
Polanco I, Polanco II, Sergio I, Sergio II	May 14, 2024	Polanco CS	80
Katipunan I, Katipunan II, Manukan I, Manukan II, Roxas I, Roxas II	May 16, 2024	Katipunan CS	131
Ponot, Sindangan N, Sindangan C, Sindangan S, Siayan	May 17, 2024	Sindangan PDS	134
Bacungan, Godod, Salug I, Salug II	May 20, 2024	Salug CS	78
TOTAL (759 Public, 40 Private, 2 SUCs)			801

ONLINE VALIDATORS: Division Planning & Research Personnel