



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

OFFICE DIVISION OF CAGAYAN DE ORO CITY

RELEASED

DATE: **MAR 27 2024**

Office of the Schools Division Superintendent

26 MARCH 2024

DIVISION MEMORANDUM

No. 221 s.2024

ADDENDUM CORRIGENDUM TO DM NO. 207 S. 2024 ON THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA COLLECTION FOR SY 2023-2024

TO: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD and CID)
Public Schools District Supervisors
Education Program Supervisors/Specialists
Senior Education Program Specialists
Public and Private Elementary School Heads
Public and Private Secondary School Heads
SUC/LUC School Heads
Other Concerned Personnel
This Division

1. This field is hereby informed of the changes and additional information to Division Memorandum No. 207 s. 2024 relative to the Basic Education Information System (BEIS) Data Collection for SY 2023-2024 and . Below are the schedules:

2. **The schools are advised to observe the timelines of BEIS activities:**

Activities	Timeline
1. Orientation	April 1-2, 4-5, 8, 2024
2. Data Encoding	March 25, 2024 to April 12, 2024
3. Hard-copy Submission	April 12, 2024
4. Data Validation	April 15-19, 2024
5. Closing of the System	May 31, 2024
6. Generation of Reports	June 3 2024 onwards

3. Face-to-face orientation shall be conducted in the following venue.

School District	Date	Venue
Central East I & II South	Private Schools April 8, 2024 8:00 AM-12:00NN	CDONHS-SHS
North I & II Southwest I & II West I & II	Private Schools April 8, 2024 1:00 PM-5:00 PM	CDONHS-SHS
Southwest I & II	April 1, 2024	Lumbia CS
West I & II	April 2, 2024	West City CS
North I, East I & II	April 4, 2024	East City CS
North II, South, Central	April 5, 2024	City CS

4. School heads are also reminded that they are responsible for ensuring the accuracy and correctness of the data reported in both physical and online reporting systems. Thus, the division personnel will conduct data validation on the following schedule:

School District	Date	Venue
Southwest I & II West I & II, Central	April 15, 2024	Division Office
North I & II East I & II, South	April 16, 2024	Division Office
All Private Schools	April 17, 2024	Division Office

5. Attached is the list of participants in Enclosure 1 and detailed steps on how to access.
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.
7. Immediate compliance with this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As Stated

Reference: DM 207, s 2024

To be indicated in the Perpetual Index

under the following subjects:

FORMS

LEARNERS

ORIENTATION

SCHOOLS

TEACHERS

RSM/ DM — addendum corrigendum to dm no. 207 s. 2024 on the basic education information system (beis) data collection for sy 2023-2024
March 26, 2024



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