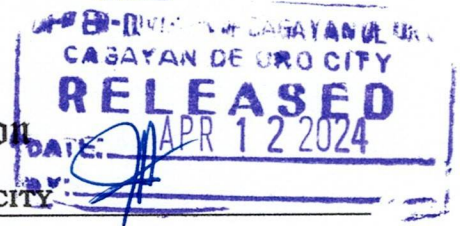




Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

12 APRIL 2024

DIVISION MEMORANDUM

No. 267 s.2024

**ADDENDUM CORRIGENDUM TO DM NO. 221 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. 221 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. Data Encoding	March 25, 2024 to April 26, 2024
2. Hard-copy Submission	April 26, 2024
3. Data Validation	April 29-30, 2024
4. Closing of the System	May 31, 2024
5. Generation of Reports	June 3 2024 onwards

3. 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 for Public and Private Schools, and SUC:

School District	Date	Venue
Southwest I & II West I & II, Central	April 29, 2024	Division Office
North I & II East I & II, South	April 30, 2024	Division Office

4. Attached is the list of validators in Enclosure 1 for the validation team
5. 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.
6. Immediate compliance with this Memorandum is desired.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As Stated  
Reference: DM 207,221 s 2024  
To be indicated in the Perpetual Index  
under the following subjects:  
BEIS                      VALIDATION

RSM/ DM



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Enclosure 1:

### FOCAL PERSONS IN THE BEIS PROFILE TEMPLATE VALIDATION

• Planning Officer III (PRS-SGOD)	-	RODEL S. MEGOLLAS
• Research (PRS-SGOD)	-	JOEL D. POTANE, PhD
• Div. HR Personnel	-	MARILOU F. NAVAJA
• Div. SNED, ALIVE, IPED & Multi-grade Coordinator	-	SHIRLEY A. MERIDA, PhD
	-	PARAIDA D. ORANGOT, PhD
	-	RAY O. MAGHUYOP
	-	MARGIE G. ANDRADE, PhD
• SEPS-HRTD	-	DERROLD MARL S. AVES, PhD
• Division Youth Formation & Child Protection Coordinator	-	JAIRUS JOHN M. GOCHUCO
• Information Technology Officer	-	JEAN T. LOQUILLANO, PhD
• Division Accountant (Finance)	-	JAMES ROBERT Z. SIJO
• Physical Facilities/Division Engineer	-	ARNEL A. CALUBAG, CPA
• Div. School Health/Medical Officer/Nurse	-	Engr. ELY V. MAMA CLAY II
• Division Sports Coordinator	-	BALDOMERO MARK B. MESO, MD
• Division DRRM Coordinator	-	SGOD CHIEF ROSALIO V. VITORILLO, PhD
• CID - LAC	-	RYAN Q. BLANCO
• Div. Education Program Supervisor for LRMDS	-	CID Chief JEAN S. MCASERO, PhD
	-	ROCHELLE A. LUZANO, PhD



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