



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

**Office of the Schools  
Division Superintendent**

DIVISION MEMORANDUM

No. **186**, s. 2022

**May 23, 2022**

**Training-Workshop on BEIS(School Profile) for SY 2021-2022**

To: All Public School (Elementary & Secondary) School Heads,  
School ICT Coordinators concerned

1. To update our Schools & Division Office on the Basic Education Statistics, uploading of the School Profile to the system(simultaneous encoding) all for SY 2021-2022, you are hereby enjoined to attend a one(1) day Training-Workshop (**face to face**) relative to the aforementioned activities on June 10, 2022(Friday) starting at 8:30 am to 4:30 pm and the venue shall be announced later.

2. This is intended to re-orient our public school heads & ICT coordinators on the aforementioned activities. You are requested to bring your respective laptops during the orientation so as to follow whatever procedures or processes that need to be undertaken along the way.

3. The participants to this activity are the School Principal & School ICT Coordinator from each school.

4. It is highly hoped that with deeper appreciation and understanding of the system, submission and downloading of pertinent data and other related reports to and from the system could hopefully be attained at a faster and more efficient/effective pace thus improving the delivery of basic services to our constituents.

5. Expenses incurred from this activity is chargeable against the Division MOOE subject to the usual accounting & auditing rules & regulations.

6. Strict compliance to this Memorandum is desired.

**JOSEPH IRWIN A. LAGURA, Ph.D.**  
Schools Division Superintendent ✕  
Office of the Schools Division  
Superintendent

JIAL/CPC/BCL/aba



**Address:** Dampas District, Tagbilaran City, Bohol  
**Telephone Nos.:** (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147  
**Email Address:** tagbilarancity.division@deped.gov.ph