



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. **185**, s. 2022

May 23, 2022

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

To: All Private School(Elementary & Secondary) School Heads,
School Registrars 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 14, 2022(Tuesday) starting at 8:30 am to 4:30 pm and the venue shall be announced later.
2. This is intended to re-orient our private school heads & registrars 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 and the School Registrar 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



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