



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. 072, s. 2023

February 13, 2023

**ORIENTATION-WORKSHOP ON ANNUAL DATA COLLECTION IN THE BASIC
 EDUCATION INFORMATION SYSTEM(BEIS) FOR PUBLIC & PRIVATE SCHOOLS FOR
 SY 2022-23**

To: Assistant Schools Division Superintendent
 Chief, CID and SGOD
 All Others Concerned

1. DepEd Tagbilaran City Schools Division Office disseminates the Un-numbered DepEd Memorandum in supplement with DepEd Order No. 27, s. 2019 entitled **Guidelines on the Yearly Collection of Data/Information Requirements & Validation Processes**
2. To have a clearer understanding of this activity, an Orientation-Workshop would be held on **February 22, 2023** at a venue to be announced later.
3. In this regard, all School Heads and School ICTs of public schools are required to participate in this activity at Bohol Tropics(face to face) while School Heads and School Registrars of private schools respectively, are urged to attend the Virtual Orientation on the next day(**Feb. 23, 2023**) **via Google Meet** .
4. All concerned personnel are need to update the necessary data particularly their School Profile in the EBEIS. ***Updating would mean, downloading the desired template in the system using the School Head's Username & password then encoding the latest data in the blank portion of the table and subsequently upload it after completing the over-all process***.
5. The Division Planning Office is tasked to validate the uploaded data wherein once validated it is already equivalent to its final submission in the system.
6. Please be mindful also of the following Data Elements, Division Focal Person(Signatory), Activity & Timeline:

Data Elements	Division Focal Person(Signatory)
Curriculum-related data on learners(IP, Muslim ED,SPED)	EPS-in-Charge of Special Programs(ALS> Elizabeth R. Escolano , SPED> Concepcion A. Tubal , Sports> Alberto A. Lacang , Madrasah-IPED> Dr. Nenita J. Incog .)
DRRM and other related activities	DRRM Coordinator> Junicel T. Mancha
Teaching & Non-Teaching Personnel Data	HR Personnel> Brenda Lou D. Arancana, JD
Computer, Internet & other ICT Equipment	Information Technology Officer> Jose Mariñas III



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

<u>MOOE</u>	<u>Finance Personnel</u> > Michelle T. Sagaral, CPA
<u>Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel details</u>	<u>Education Facilities Personnel</u> > Engr. Louinie T. Indanao-DEO /Legal Officer > Atty. Katrina Ora
<u>School Health Nutrition including solid waste management, tobacco control</u>	<u>Health & Nutrition Personnel</u> > Dr. Lev V. Nadela-MD
<u>School Sports</u>	<u>Sports Coordinator</u> > Alberto A. Lacang
<u>School Government Program</u>	SPG Coordinator > Joermelyne P. Pasilbas
<u>School Government Program(Youth Formation, SPG,SSG)</u>	
<u>School Governance & Operations Division</u>	<u>SGOD Chief(OIC)</u> > Filomena C. Tanggaan, Ph.D
<u>Curriculum Implementation Division</u>	<u>CID Chief</u> > John Ariel A. Lagura, Ph.D
<u>Administrative Office</u>	<u>AO V</u> > Aquilino T. Milar Jr., Ph.D

Activity	Timeline
<u>Data Encoding</u>	<u>January 16, 2023 to April 16, 2023</u>
<u>Data Validation</u>	<u>February 1, 2023 to April 30, 2023</u>
<u>Closing the System</u>	<u>April 30, 2023</u>
<u>Generation of Reports</u>	<u>May 02, 2023 onwards</u>

7. Classes of School ICT Coordinator shall be handled by another teacher to be arranged by their respective heads either in face to face or modular scheme.
8. For more details, please read attached communication.
9. For immediate and wide dissemination.

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

