



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 157 s. 2022

MAY 11 2022

**ONLINE ORIENTATION ON THE BASIC EDUCATION INFORMATION SYSTEM (BEIS)
DATA/INFORMATION REQUIREMENTS FOR SCHOOL YEAR 2021-2022**

TO: OIC-Asst. Schools Division Superintendent
Chief Education Program Supervisors, CID and SGOD
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Relative to Unnumbered Memorandum dated February 22, 2022 on Annual Data Collection in the Basic Education Information System (BEIS) for School Year 2021-2022, this Office, through the Planning and Research Unit will conduct a clustered Online Orientation May 17-18, 2022 using Google Meet.
2. This activity aims to:
 - a. ensure accurate, reliable and timely submission of data elements needed for planning, budget preparation, resource allocation and performance indicators;
 - b. provide a common understanding of the new data/information requirements, concepts, and definitions; and
 - c. ensure that schools heads are abreast of the processes and protocols in the data collection, encoding, and validation.
3. The participants to this orientation are the Elementary and Secondary School Heads of both Public and Private Schools.
4. The schedule of the online orientation are as follows:

| Date | District | Time |
|---------------------|--------------------------------|------------------------|
| May 17, 2022 (a.m.) | Private School Heads | 8:30 a.m. – 11:30 a.m. |
| May 17, 2022 (p.m.) | Public Elementary School Heads | 1:30 p.m. – 4:30 p.m. |
| May 18, 2022 (a.m.) | Public Secondary School Heads | 8:30 a.m. – 11:30 a.m. |

5. Immediate dissemination of and compliance with this Memorandum are desired.

NICASIO S. FRIO, CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent