



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

14 May 2026

DIVISION MEMORANDUM

No. **328** s. 2026

DIVISION ORIENTATION ON THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA COLLECTION AND VALIDATION FOR SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public and Private Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. With reference to **DepEd Memorandum No. 028, s. 2026**, titled “**Guidelines on the Basic Education Information System Data Collection and Validation for School Year 2025-2026**,” this Office through the SGOD-Planning and Research Section will conduct **Division Orientation on BEIS Data Collection and Validation** on **May 22, 2026** from **9:00 am onwards** via an online platform. Participants are expected to register until **May 20, 2026** through <https://forms.cloud.microsoft/r/MPAOvMmjZp> to receive the orientation link, which will be sent to the email address provided during registration.
2. The orientation aims to inform all concerned of the changes implemented in the BEIS Data Gathering Forms for School Year 2025-2026 and to provide guidance on the reporting and validation of select data elements.
3. Participants in this orientation are all public and private elementary and secondary school heads, and SDO program focal persons who are tasked to validate data related to their assigned programs to ensure the accurate submission of schools’ reports in the system.
4. Below is the categories of data elements and corresponding responsible program focal person in data validation.

Categories of Data Elements	Responsible Program Focal Person in Data Validation
a. School Information	Division Planning Officer
b. Learners	Education Program Specialist in charge of Special Programs (Alternative Learning System, Special Needs Education (SNEd), Sports, Madrasah/Arabic Language



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	and Islamic Values Education, Indigenous People Education (IPEd), Multi-Grade)
c. Classes	Division Planning Officer
d. SNEd Learning Resources	SNEd Coordinator
e. School Personnel	School Personnel Coordinator/HR Personnel
f. Learner Organizations	Youth Formation Coordinator
g. Information and Communications Technology Data	Information Technology Officer
h. Electrical Supply	Physical Facilities Coordinator/ Division Engineer
i. School Site and Location	School Site Focal Person
j. School Health and Nutrition	School Health Coordinator/Medical Officer
k. Learner Rights and Protection	Learner Rights and Protection Focal Person
l. School Sports Programs	Sports Coordinator
m. Disaster Risk Reduction Management (DRRM)	DRRM Coordinator
n. IPEd	IPEd Focal Person
o. School Maintenance and Other Operating Expenses	Division Accountant
p. Financial Assistance	Senior Education Program Specialist (SEPS) for M&E and/or Division Planning Officer
q. Tuition and Other School Fees	
r. School Facilities	

5. For further details, you may access the link <https://tinyurl.com/DepEd-MemoBEIS2025-2026>.

6. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: None

Reference: DepEd Memorandum No. 028, s. 2026

To be indicated in the Perpetual Index
under the following subjects:

BEIS
DATA

SGOD – division orientation on the basic education information system (beis) data collection and validation for school year 2025-2026
RECDHKTS-008860/May 14, 2026