



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

10 May 2024

DIVISION MEMORANDUM

No. **349** s.2024

**SUBMISSION OF UPDATED SCHOOL PROFILE IN THE BASIC EDUCATION  
INFORMATION SYSTEM (BEIS) AND NATIONAL BUILDING INVENTORY (NSBI)  
FOR SCHOOL YEAR 2023-2024**

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

1. With reference to the **Division Memorandum No. 262**, titled **Orientation on the Conduct of Basic Education Information System (BEIS) Data Collection and National School Building Inventory (NSBI) for SY 2023-2024**, this Office reminds all concerned to update and submit online the above reports not later than **May 15, 2024**, and hard copies on **May 16, 2024**.

2. Please be reminded also that your reports shall be validated by the following focal person to ensure the accuracy of the encoded data.

2.2 BEIS Validators

Data Elements	Division Focal Person
Madrasah Education Program (MEP)	ALIVE Coordinator -Mikael Sandino T. Andrey Education Program Supervisor
Special Needs Education (SNEd)	SNEd Coordinator -Mildred Z. Galleno Education Program Supervisor
Teaching and Non-teaching Personnel Data	HR Personnel -Grasiela L. Hernandez AO IV/HRMO II
Learning Action Cell (LAC) Sessions	CID Personnel -Louie L. Fulleo Education Program Supervisor
Action Research	SEPS (PRS-SGOD) -La Trisha R. Dalit
Learner Government Program (LGP), Career Guidance Program, School Clubs and Organizations	Youth Formation Coordinator -Nicole May R. Lagar Project Development Officer I
Computer, Internet, and other ICT	Information Technology Officer -Mark Bryan F. Valencia

MOOE Allocation	Division Accountant -Agnes M. Luzadas Accountant III
Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel details	Physical Facilities Coordinator -Jaypee A. Escobar Technical Assistant III
Health and Nutrition	Division Medical Officer -Cris John V. Supetran Medical Officer III
Learner Rights and Protection, Concerns	Child Protection Coordinator -Nicole May R. Lagar Project Development Officer I
School Sports Program	Sports Coordinator -Maria Corazon A. Borbon, Education Program Supervisor
DRRM and other related activities	DRRM Coordinator -Ariel C. Cabuyao Project Development Officer II
Indigenous Peoples Organization (IPEd) Program	IPEd Coordinator -Mikael Sandino T. Andrey Education Program Supervisor

### 2.3 BEIS Validators

Planning Officer III	- Marife R. Lagar
Engineer III	- Jaypee A. Escobar
AO IV/Supply Officer	- Joyce Ann P. Limbo

3. It is reiterated that school heads of the integrated schools shall accomplish reports on both BEIS and NSBI for elementary, junior, and senior high schools.

4. For immediate dissemination and compliance of all concerned.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

**EDWIN R. RODRIGUEZ**  
Chief Education Supervisor  
Officer -in-Charge

Encl.: As stated

Reference: Division Memorandum No. 262



under the the following subjects:

**SUBMISSION OF UPDATED SCHOOL PROFILE IN THE BASIC EDUCATION  
INFORMATION SYSTEM AND NATIONAL BUILDING INVENTORY**

SGOD – submission of updated school profile in the basic education information system(beis) and  
national building inventory (nsbi) for school year 2023-2024  
SGOITP6S-000858– May 10, 2024