



Republic of the Philippines
Department of Education
 NEGROS ISLAND REGION
 DIVISION OF SAGAY CITY

MAY 05 2026

DIVISION MEMORANDUM

No. 316, s. 2026


ORIENTATION ON SCHOOL-LEVEL BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA COLLECTION AND ENCODING FOR SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent
 Chiefs of CID and SGOD
 Education Program Supervisors of CID & SGOD
 Public Schools District Supervisors
 Public and Private Elementary and Secondary School Heads
 All Others Concerned

- As part of the Department's commitment to ensuring data accuracy and transparency, the Schools Division Office of Sagay City, through the Planning Unit, will conduct an **Orientation on School-level Basic Education Information System (BEIS) Data Collection and Encoding for School Year 2025-2026** on May 5, 2026, to be held at the Jose B. Puey, Sr. Elementary School, Covered Court, Poblacion 1, Sagay City.
- This orientation aims to update the School Heads of the changes implemented to the BEIS Data Gathering Forms for School Year 2025-2026 and to provide guidance on the reporting and validation of select data elements.
- Furthermore, the BEIS School Profile Uploading Facility for SY 2025-2026 is now available and will remain accessible until May 31, 2026 only.
- In this regard, this office requires all School Heads to attend in the said orientation.

District	Schedule	Venue
Cluster 1: Districts 1-A, 1-B, 1-C, 1-D, 2-A, 2-B	May 5, 2026 9:00AM to 12:00PM	Jose B. Puey, Sr. Elementary School Covered Court
Cluster 2: Districts 3-A, 3-B, 3-C, 3-D and Private Schools	May 5, 2026 2:00AM to 5:00PM	Jose B. Puey, Sr. Elementary School Covered Court

- Travel and incidental expenses of the participants in participation to this activity shall be charged against the MOOE or other local funds subject to the usual accounting and auditing rules and regulations.
- It is understood that in the conduct of this activity there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
- Immediate and wide dissemination of this Memorandum is desired.


DANNIE CLARK M. UGUIL, CESO VI
 Assistant Schools Division Superintendent
 OIC- Schools Division Superintendent



Enclosure : None
 Reference : As stated
 Allotment : N/A
 No. of Pages : 1

To be indicate in the **Perpetual Index** under the following subjects:

BASIC EDUCATION INFORMATION SYSTEM DATA GATHERING FORMS ENCODING UPLOADING
 FN: bdc/SGOD Planning



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