

Republic of the Philippines  
**Department of Education**  
 REGION V  
 SCHOOLS DIVISION OFFICE OF CATANDUANES

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 DATE: MAY 11 2021  
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May 11, 2021

**DIVISION MEMORANDUM**  
 No. 193, s. 2021


**DIVISION ORIENTATION ON THE SY 2020-2021 BEIS UPLOADING,  
 SCHOOL FORMS AND NEWLY DEPLOYED LIS FACILITIES**

**TO :** Assistant Schools Division Superintendent  
 Chief, CID and SGOD, Education Program Supervisors  
 Public Schools District Supervisor/In-charge of the Districts  
 Heads of Public and Private Elementary and Secondary Schools  
 All concerned

1. In compliance to DepEd Memorandum No. 14, s. 2021 entitled Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the SY 2020-2021 and Memorandum DM-BHROD-2021-0033 entitled Data Requirements and Data Gathering Forms for SY 2020-2021, the SDO will be conducting an orientation to the following cluster.

Cluster	Date	Venue	Participants
<b>Cluster 1</b> Zone 3, Zone 4, Private schools and SUC	May 22, 2021	Queen Maricel Inn, San Isidro Village, Virac	1 PSDS/In-charge of the District 1 Elementary School Head 1 Secondary School Head 1 Elementary LIS EBEIS Coordinator/ADAs
<b>Cluster 2</b> Zone 1, Zone 2	May 24, 2021		1 Secondary LIS EBEIS Coordinator/Registrar/ADAs

2. The activity aims to:
- a. orient and capacitate the participants on the correct reporting, hence, have a common understanding of both new and old data elements, definitions, and concepts,
  - b. ensure the accuracy and quality of data to be reported in the Learner Information System (LIS) and Basic Education Information System (BEIS),
  - c. consult the participants on existing policy and system issues in the information system,
  - d. meet **100%** school submission and validation.
3. This is a face-to-face activity. No registration fee shall be collected. Expenses relative to the conduct of the activity shall be charged to SGOD-HRTD Fund. Transportation and other incidental expenses of participants shall be charged against school MOOE/local funds subject to usual accounting and auditing rules and regulations. ONLY Five (5) participants per district are allowed to attend said orientation. Likewise, to ensure minimum health protocols, wearing of facemask is a must.
4. Please bring the accomplished hardcopy of School Profile (BEIS Forms) SY 2020-2021.
5. Considering that May 22, 2021 falls on a Saturday a One (1) day COC/service credit shall be given to participants.
6. For any question and clarifications, kindly email or contact the SGOD Planning and Research Section through [planning.ctd@deped.gov.ph](mailto:planning.ctd@deped.gov.ph) and mobile number 09196015804.
7. For information and compliance.

  
**SUSAN S. COLLANO**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent