



Republic of the Philippines  
Department of Education  
Region V  
SCHOOLS DIVISION OF SORSOGON

May 7, 2026

DIVISION MEMORANDUM  
No. **174**, s. 2026

**ORIENTATION - WORKSHOP and VALIDATION OF ACCOMPLISHED BEIS FORMS and ONLINE UPLOADING ON BASIC EDUCATION INFORMATION SYSTEM (BEIS) SCHOOL YEAR 2025-2026 DATA COLLECTION**

TO: Public Schools District Supervisors/OIC- PSDSs  
Public Elementary and Secondary School Heads  
Private Elementary and Secondary Schools Administrators/ Heads  
Registrar / AO II Assigned in the Schools  
School-Based Administrative Officers  
All others Concerned

1. Pursuant to DepEd Memorandum No.028, s. 2026, titled "Guidelines on the Basic Education Information System Data Collection and Validation for SY 2025-2026," the Department of Education conducts annual data collection through the Basic Education Information System (BEIS).
2. To ensure the correct and accurate data encoding in the BEIS School Year 2025-2026, the Planning and Research Section will conduct orientation-workshop, online validation, and uploading in the system on **May 13, 25, 26, 2026 and June 1 - 4, 2026** at the Bulwagan Ng Karunungan Hall, SDO Sorsogon Building, Balogo, Sorsogon City.
3. This activity aims:
  - a. To guide and extend Technical Assistance for data collection.
  - b. To enhance the capability of schools in the preparation of BEIS forms this school year 2025-2026.
  - c. To ensure the correctness of data to be encoded in the BEIS system.
4. Participants in this activity are the school heads or BEIS focal person for the public and private elementary and secondary schools, as well as planning and research staff.



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5. Attached to this memorandum are the **schedules for the entire duration of these activities** and the DepEd Memorandum No.028, s. 2026 for reference. In addition, video tutorials for select data elements are available on the Learner Information System support page at <https://support.lis.deped.gov.ph/support/>.

6. Participants are requested to bring their own **laptop, broadband** and the **completed Government School Profile and Private School Profile forms** along with the **printed and soft copies needed** for the online validation workshop activity.

7. Additionally, program focal persons together with the division planning officer, shall jointly validate the data involving their assigned programs and sign the forms to certify that the data reported by schools in the system are accurate.

<b>Categories of Data Elements</b>	<b>Responsible Program Focal Person in Data Validation</b>
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 and Islamic Values Education, Indigenous Peoples 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



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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	

8. There is no registration fee, however, travel and other incidental expenses of participants are chargeable to School MOOE local funds subject to the usual accounting and auditing rules and regulations.

9. For information, guidance, and compliance of all concerned.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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Enclosure No. 1 to the Division Memorandum No. **174**

Schedule of BEIS-Orientation- Workshop, Validation and Uploading	DISTRICTS	Number Elementary of Schools	Number Secondary of Schools	Pax
May 13, 2026 (8:00am - 4:30pm)	Casiguran District	20	3	91
	Castilla East District	13	5	
	Castilla South District	13	4	
	Castilla West District	13	2	
	Magallanes North District	14	4	
	Total	73	18	
May 25, 2026 (8:00am - 4:30pm)	Pilar I District	18	3	90
	Pilar II District	18	3	
	Donsol West I District	13	2	
	Donsol West II District	13	2	
	Magallanes South District	14	4	
	Total	76	14	
May 26, 2026 (8:00am - 4:30pm)	Donsol East I District	10	2	87
	Pilar III District	18	4	
	Bulan I District	16	4	
	Bulan II District	15	1	
	Bulan III District	15	2	
	Total	74	13	
June 1, 2026 (8:00am - 4:30pm)	Bulan IV District	16	5	89
	Sta. Magdalena District	10	2	
	Irosin I District	17	1	
	Irosin II District	14	2	
	Gubat North District	19	3	
	Total	76	13	



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June 2, 2026 (8:00am - 4:30pm)	Barcelona	21	3	87
	Gubat South District	20	3	
	Matnog I District	18	2	
	Matnog II District	18	2	
	Total	77	10	
June 3, 2026 (8:00am - 4:30pm)	Bulusan District	20	3	87
	Juban District	24	6	
	Pto. Diaz District	19	3	
	Donsol East II District	11	1	
	Total	74	13	
June 4, 2026 (8:00am - 4:30pm)	Private Schools	46		46
<b>TOTAL</b>				<b>577</b>



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