



Republic of the Philippines
Department of Education
Region V
Schools Division of Sorsogon
Balogo Sports Complex, Balogo, Sorsogon

MEMORANDUM

TO : Public Schools District Supervisors
Public Elementary and Secondary School Heads
SHS Assistant Principals / SHS Registrars
Private Elementary and Secondary School Heads &
Administrators

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

SUBJECT : REITERATION OF GUIDELINES ON THE YEARLY
COLLECTION OF DATA/ INFORMATION REQUIREMENTS AND
VALIDATION PROCESS FOR BASIC EDUCATION
INFORMATION SYSTEM (BEIS) FOR SCHOOL YEAR 2020-2021

DATE : March 23, 2021

1. The Planning and Research Section is currently working on the Learners Information System (LIS) and Basic Education Information System (BEIS) in order to have correct and accurate data of all the learners as required yearly.
2. Corollary to this, all Public and Private School Heads must update and encode the school's profile and report other data elements in the BEIS through the accomplished data gathering forms and upload to online system of BEIS. These forms must be submitted to the Planning and Research Section for validation.
3. Hence, all schools are expected to accomplish and upload forms before May 31, 2021, all Schools are reminded of the following activity and timeline:

Activity	Timeline
Deployment of the System	March 15, 2021
Encoding and Validation	March 15 to May 3, 2021
Generation of Report	June 2021

4. For the information, guidance and compliance of all concerned.

