



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

March 27, 2025


DIVISION MEMORANDUM

No. 94, s. 2025

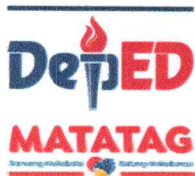
**ORIENTATION - WORKSHOP and VALIDATION OF ACCOMPLISHED BEIS FORMS
and ONLINE UPLOADING ON BASIC EDUCATION INFORMATION SYSTEM (BEIS)
SCHOOL YEAR 2024-2025 DATA COLLECTION**

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private Elementary and Secondary Schools Administrators/ Heads
All Others Concerned

1. To ensure the correct and accurate data encoding in the BEIS school- year 2024-2025, the Planning and Research Section will conduct online validation and uploading in the system on April 3-4, 7-8, 10-11, 14-15, 2025 at the Bulwagan Ng Karunungan Hall, SDO Sorsogon Building, Balogo, Sorsogon City.
2. 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 2024-2025.
 - c.) To ensure the correctness of data to be encoded in the BEIS system.
3. 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.
4. Attached to this memorandum are the schedules for the entire duration of these activities.
5. Participants are requested to bring their own **laptop, broadband and the completed GESP, GJHSP, GSHSP and PSP forms along with the soft copies needed for the online validation workshop activity.**
6. 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.
7. 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. 94 s. 2025

DISTRICTS	No. of Schools	Pax	Schedule of Validation
Castilla East District	19	45	April 3, 2025 (8:00am - 12:00nn)
Castilla West District	20		
Facilitator- PRS staff	6		
Donsol East District	21	47	April 3, 2025 (1:00pm - 4:30pm)
Casiguran District	20		
Facilitator- PRS staff	6		
Donsol West District	26	46	April 4, 2025 (8:00am- 12:nn)
Magallanes North District	14		
Facilitator- PRS staff	6		
Pilar I District	27	49	April 4, 2025 (1:00pm- 4:30pm)
Bulan IV District	16		
Facilitator- PRS staff	6		
Pilar II District	27	48	April 7, 2025 (8:00am- 12:nn)
Bulan III District	15		
Facilitator- PRS staff	6		
Barcelona	21	47	April 7, 2025 (1:00pm- 4:30pm)
Bulusan District	20		
Facilitator - PRS staff	6		
Gubat South District	20	45	April 8, 2025 (8:00am- 12:nn)
Gubat North District	19		
Facilitator- PRS staff	6		
Bulan I District	16	47	April 8, 2025 (1:00pm- 4:30pm)
Bulan II District	15		
Sta. Magdalena District	10		
Facilitator- PRS staff	6		
Matnog I District	18	42	April 10, 2025 (8:00am- 12:nn)
Matnog II District	18		
Facilitator- PRS staff	6		
Juban District	24	49	April 10, 2025 (1:00pm- 4:30pm)
Pto. Diaz District	19		
Facilitator - PRS staff	6		



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Irosin District	31	51	April 11, 2025 (8:00am-12:nn)
Magallanes South District	14		
Facilitator- PRS staff	6		
1st Congressional Dist. (JHS & SHS)	39	93	April 14, 2025 (8:00am - 12:00nn)
Facilitator- PRS staff	6		
2nd Congressional Dist. (JHS & SHS)	42		April 14, 2025 (1:00pm - 4:30pm)
Facilitator- PRS staff	6		
ALL PRIVATE SCHOOLS- Facilatator - PRS staff	46 6	52	April 15, 2025 (8:00am-12:00nn)
Total		661	