



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

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June 18, 2026

DIVISION MEMORANDUM  
No. 207, s. 2026

**CREATION OF THE DIVISION CORE TEAM FOR BASIC EDUCATION  
INFORMATION SYSTEM (BEIS) CHECKING AND VALIDATION FOR SY  
2025-2026 DATA AND CONDUCT OF THREE-DAY VALIDATION  
ACTIVITIES**

TO: Public Schools District Supervisors/OIC- PSDSs  
Public Elementary and Secondary School Heads  
School-Based Administrative Officers  
All others Concerned

1. Pursuant to the regional mandate outlined in Regional Memorandum 817 s. 2026, titled "Dissemination of Notice of Extension of BEIS Encoding and Validation for SY 2025-2026", the official timeline for encoding and validation in the Basic Education Information System (BEIS) has been extended to June 30, 2026.
2. While division progress is ongoing, rigorous field-level validation and active operational tracking are necessary to guarantee data integrity and achieve 100% completion on or before the June 30 deadline. To accelerate this process, this Office hereby authorizes the establishment of the **Division Core Team for BEIS Checking and Validation**.
3. The Division Core Team is strictly allocated a **three (3) day operational window from June 23 to June 25, 2026**. The deployment schedule shall be structured as follows:
  - Day 1 (June 23, 2026): Intensive Division Core Team Orientation at the Bulwagan ng Karunungan, SDO Sorsogon Province, Balogo Sports Complex, Balogo, Sorsogon City



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- Days 2–3 (June 24–25, 2026): Actual field checking, communication, and validation within their respective districts.
4. During the district-level operations on June 24 and 25, core team members shall fulfill the following objectives:
- Review all encoded school profile elements to identify discrepancies, blank fields, or logical errors.
  - Actively contact and coordinate with the School Heads of non-compliant schools, specifically those with zero submissions or incomplete data profiles, to expedite their uploads.
  - Provide immediate, hands-on guidance to school-level encoders regarding system errors and interpretation of data fields.
  - Formally clear and change the status of accurate school profiles from "Submitted" to "Validated" within the BEIS portal.
4. At the end of the three-day cycle, the Core Team must ensure all public schools within their assigned districts must reach a "Validated" status in the BEIS portal. Accomplish the unified division tracking sheet detailing the completion status, contact dates, and confirmation remarks for lagging schools and submit a brief technical summary report of encountered system bugs or unique school-level issues to the Planning Unit.
5. For any complex system technicalities, data adjustments, or system lockouts encountered during both the orientation and the subsequent district validation field days, Core Team members are advised to escalate and reach out directly to **Ma. Esperanza Espigol**, Division Planning Officer.
6. To ensure 100% focus and efficiency, team members are temporarily relieved from their routine district or school administrative tasks during the designated three-day validation period.



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7. Participants are requested to bring their own laptop for the validation activity and checking access to links of the master lists and checklists that will be provided.
8. Attached to this memorandum are the Core Team Orientation Program (Enclosure 1) and Division Core Team Members List (Enclosure 2).
9. Expenses incurred for meals, travel, and communication during this three-day operation (Orientation Day and District Field Deployment) shall be charged against School MOOE local funds subject to standard accounting and auditing rules and regulations.
10. For immediate dissemination and strict compliance of all concerned.

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



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Enclosure No. 1 to the Division Memorandum No. **207**

**Orientation Program Matrix on June 23, 2026**

1:00 PM – 1:15 PM	Registration & Attendance Check
1:15 PM – 1:30 PM	Preliminaries
1:30 PM – 1:45 PM	Message of Purpose  <b>JOHN REY J. PEREZ</b> SGOD Chief
1:45 PM – 2:00 PM	Health Break
2:00 PM – 2:10 PM	Distribution of master lists of non-compliant schools per district and School Heads' contact information.  Distribution of validation templates/checklists  Expected output and deadline discussion
2:10 PM – 3:30 PM	Validation Process Flow & Walkthrough  Priority sheets to review  <b>MA. ESPERANZA G. ESPIGOL</b> Division Planning Officer
3:30 PM – 3:45 PM	Health Break
3:45 PM – 4:45 PM	Continuation of Validation Walkthrough
4:45 PM – 5:00 PM	Closing Ceremonies



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Enclosure No. 2 to the Division Memorandum No. **207**

<b>DISTRICT</b>	<b>DIVISION CORE TEAM</b>	<b>POSITION</b>
1. Barcelona	Mariennella D. Dino	AO II
2. Bulan I	Ma. Shaira B. Dellosa	AO II
3. Bulan Ii	Mark Bryan A. Bon	AO II
4. Bulan Iii	Monica G. Caño	AO II
5. Bulan Iv	Gian V. Mercado	AO II
6. Bulusan	Debbie L. Eneria	AO II
7. Casiguran	Joji C Dig	AO II
8. Castilla East	Cecil Bañares	AO II
9. Castilla South	Jorlan Mendevil	TIC/ ICT Coordinator
10. Castilla West	Friza Myr T. Laurinaria	AO II
11. Donsol East I	Cristy M. Restoles	AO II
12. Donsol East Ii	Ivy Jam M. Grubat	District AO II
13. Donsol West I	Jeanevi H. Navarro	ADAS II (Clerk IV)
14. Donsol West Ii	Shemaine N. Bagamasbad	AO II
15. Gubat North	John Louie Enaje	AO II
16. Gubat South	Charmaine M. Asajar	AO II
17. Irosin I	Emmanuel G. Burgos	PDO I
18. Irosin Ii	Maribel Acta	AO II
19. Juban	Lino Perez	AO II
20. Magallanes North	Ernuel Rigie Q. Rempillo	AO II
21. Magallanes South	Karen L. Conda	AO II
22. Matnog I	Cloudette Cleo Chua	AO II
23. Matnog Ii	Emma Erasmu	AO II
24. Pilar I	Lady Laine S. Bacerdo	AO II
25. Pilar Ii	Rosevelt Razo	AO II
26. Pilar Iii	Michelle L. Milanez	AO II



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27. Pireto Diaz	Noreza F. Luneta	AO II
28. Sta. Magdalena	Cristina G. Gruba	AO II



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