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Republic of the Philippines
Department of Education
Region I
Schools Division Office
City of San Fernando (La Union)

DIVISION MEMORANDUM

MAR 28 2025

DM No. 191, s. 2025

To: **Assistant Schools Division Superintendent
All Concerned Division Focal Person
All Public and Private School Heads**

FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **BASIC EDUCATION INFORMATION SYSTEM (BEIS)
SY 2024-2025 DATA COLLECTION**

Date: March 27, 2025

PARTICULARS

1. DepEd Order No. 27, s 2019 (Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes) instructed all public and private elementary, junior and senior high schools, as well as state/local universities and colleges (SLUCs) and higher education institutions (HEIs) offering basic education, by accomplishing the data gathering forms and uploading it in the system, shall: (1) update their school profiles; and (2) report other data elements in the Basic Education Information System (BEIS).
2. Submission of hardcopies of the following School Profile for validation is on or before **April 11, 2025**.
 - a. Government Elementary School Profile (GESP)
 - b. Government Junior High School Profile (GJHSP)
 - c. Government Senior High School Profile (GSHSP)
 - d. Private School Profile (PSP)
 - e. State/Local Universities and Colleges Profile (SLUCP)
3. Also, the Department would like to reiterate the existing provisions on the conduct of data validation as stated in DepEd Order No. 27, s. 2019, directing that the Division Planning Officers together with the identified focal persons, shall jointly validate the



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reported data by the schools to ensure accurate and quality data. For your information and ready reference, please refer to the table below:

Data Elements	Division Focal Persons	Name
Schools Division Superintendent		Dr. Sheila Marie A. Primicias
Chief Education Supervisor – SGOD		Dr. Jose Mari P. Almeida
Chief Education Supervisor – CID		Dr. Edgardo P. Cosares
Planning Officer III		Mrs. Cristeta L. Ramoleta
Senior Education Program Specialist- HRD and Research, LAC Session		Dr. Edmund A. Cabusora
Curriculum-related data on learners (IP, Muslim ED, SPED, TLE)	EPSA-in-Charge of ALS	Mr. Raymund I. Marzan
	EPS-in-Charge of SPED	Mrs. Genevieve B. Ugay
	EPS-in-Charge of Madrasah/ALIVE	Dr. Rowena R. Abad
	EPS-in-Charge of T.L.E.	Dr. Edgardo P. Cosares
DRRM and other related activities	DRRM Coordinator	Mr. Darryl D. Barrera
Teaching and Non-Teaching Personnel Data	HR Personnel	Mr. Benjamin L. Galvez I
Computer, Internet and other ICT Equipment	Information Technology Officer	Mr. Jun Howard J. Rioveros
MOOE	Finance Personnel Accountant III	Mrs. Aprillyn B. Carbonell
Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel details.	Education Facilities Personnel	Engr. Divine B. Casuga
	Legal Officer	Mr. Aurelio C. Dayag Jr.
School Health Nutrition including solid waste	Health and Nutrition Personnel – Medical	Dr. Genesis C. Garingarao



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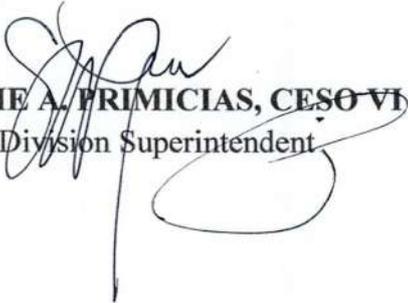
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management, tobacco control	Officer III	
School Sports	Sports Coordinator	Dr. Arturo B. Quiban
School Government Program	SPG / SSG Coordinator Child Protection, Youth Formation	Mr. Ray Anton L. Rimas

At the division level, **online validation shall be done by the Division Planning Officers** while the **Division Focal Persons should be responsible for paper or table validation of the forms**. In case there are errors in the accomplished forms submitted by the schools, they should be informed of the findings and requested to rectify such errors.

School heads are also reminded that they are responsible in ensuring the accuracy and correctness of the data reported in both physical and online reporting systems.

4. Immediate dissemination to all concerned is desired.


DR. SHEILA MARIE A. PRIMICIAS, CESO VI
OIC-Schools Division Superintendent



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