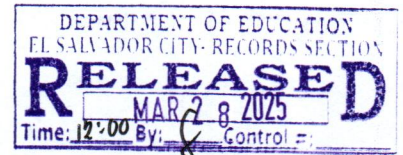




Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

March 27, 2025

**DIVISION MEMORANDUM**

No. III, s. 2025

**ACCOMPLISHMENT AND SUBMISSION OF THE ENHANCED BASIC  
EDUCATION INFORMATION SYSTEM (EBEIS) REPORT**

**To:** Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Education Program Supervisors  
Planning Officer III  
Public & Private Elementary and Secondary School Heads  
Administrative Officer II  
Project Development Officer I  
Division Office Personnel-Validators  
All Others Concerned  
**This Division**

1. The Central Office-Education Management Information System Division (CO-EMISD), through a virtual meeting held last March 14, 2025, called for the accomplishment and submission of the annual basic education data for School Year 2024-2025. Hence, the field and concerned division office personnel is hereby informed and directed to comply. See **Annex A and B** for further information.
2. Timeline of Activities

| Activities                                                                                   | Date          | In-Charge/Focal                                     |
|----------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------|
| 1. Online Orientation on the Accomplishment of the Basic Education Information System Report | April 2, 2025 | Planning Officer III, School Heads, AO II and PDO I |



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|                                |                   |                                                    |
|--------------------------------|-------------------|----------------------------------------------------|
| 2. Accomplishment Proper       | April 3-15, 2025  | School Heads, AO II and PDO I                      |
| 3. Submission                  | April 16-18, 2025 | School Heads, AO II, PDO I                         |
| 4. Validation and Submission   | April 21-25, 2025 | School Heads, AO II, PDO I and Division Validators |
| 4. System Deadline and Closing | April 30, 2025    | Central Office                                     |

3. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. Strict compliance and immediate and wide dissemination of this memorandum is desired.

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects

**ENHANCED BASIC EDUCATION INFORMATION SYSTEM  
SCHOOL YEAR 2024-2025**



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**ANNEX A. LIST OF PARTICIPANTS**

| NO. | SCHOOL HEADS OF THE FF. SCHOOLS | NUMBER |
|-----|---------------------------------|--------|
| 1   | AMOROS ES                       | 1      |
| 2   | BADIANGON ES                    | 1      |
| 3   | BOLISONG ES                     | 1      |
| 4   | COGON ES                        | 1      |
| 5   | COGON NHS                       | 1      |
| 6   | EL SALVADOR CITY CS             | 1      |
| 7   | EL SALVADOR CITY NHS            | 1      |
| 8   | HIMAYA ES                       | 1      |
| 9   | HIMAYA NHS                      | 1      |
| 10  | HINIGDAAN ES                    | 1      |
| 11  | HINIGDAAN NHS                   | 1      |
| 12  | KALABAYLABAY IS                 | 1      |
| 13  | KIBONBON ES                     | 1      |
| 14  | MOLUGAN CS                      | 1      |
| 15  | MOLUGAN NHS                     | 1      |
| 16  | PEDRO SA. BACULIO ES            | 1      |
| 17  | SAMBULAWAN ES                   | 1      |
| 18  | SAMBULAWAN NHS                  | 1      |
| 19  | SAN FRANCISCO DE ASIS ES        | 1      |
| 20  | SAN FRANCISCO DE ASIS NHS       | 1      |
| 21  | SINALOC ES                      | 1      |
| 22  | SINALOC NHS                     | 1      |
| 23  | TAYTAY ES                       | 1      |
| 24  | ULALIMAN ES                     | 1      |
| 25  | MIRACULOUS MEDAL ACAD.          | 1      |
| 26  | ST. JOSEPH ACADEMY              | 1      |
| 27  | STELLULAE MARIAE SCHOOL         | 1      |
| 28  | THE NEW EL SALVADOR COLLEGES    | 1      |

|   | NON-TEACHING PERSONNEL    | NUMBER |
|---|---------------------------|--------|
| 1 | ADMINISTRATIVE OFFICER II | 10     |
| 2 | PROJECT DEV'T OFFICER I   | 2      |



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|              | <b>DIVISION VALIDATORS</b>                                | <b>NUMBER</b> |
|--------------|-----------------------------------------------------------|---------------|
| 1            | PLANNING OFFICER III                                      | 1             |
| 2            | PROJECT DEVELOPMENT<br>OFFICER II-DRRM                    | 1             |
| 3            | DIVISION MEDICAL OFFICER<br>III                           | 1             |
| 4            | ADMINISTRATIVE OFFICER IV-<br>PERSONNEL                   | 1             |
| 5            | INFORMATION TECHNOLOGY<br>OFFICER III                     | 1             |
| 6            | NURSE II-WINS & HEALTH &<br>NUTRITION                     | 1             |
| 7            | NURSE II- FEEDING                                         | 1             |
| 8            | NURSE II-BKD                                              | 1             |
| 9            | ACCOUNTANT III                                            | 1             |
| 10           | PROJECT DEVELOPMENT<br>OFFICER I<br>CHILD PROTECTION, YFD | 1             |
| 11           | SEPS-HRTD                                                 | 1             |
| 12           | GUIDANCE COUNSELORS                                       | 2             |
| 13           | DIVISION ENGINEER                                         | 1             |
| 14           | DIVISION DENTIST                                          | 1             |
| 15           | CID CHIEF                                                 | 1             |
| 16           | SGOD CHIEF                                                | 1             |
| 17           | EPSVR-ALS&IP                                              | 1             |
| 18           | SEPS, SMME                                                | 1             |
| 19           | SCHOOLS DIVISION<br>SUPERINTENDENT                        | 1             |
| 20           | ASSISTANT SCHOOLS<br>DIVISION SUPERINTENDENT              | 1             |
| 21           | EPSVR-SPED & KINDER                                       | 1             |
| 22           | EPSVR-MATH                                                | 1             |
| 23           | EPSVR-SGOD                                                | 1             |
| 24           | SUPPORT STAFF                                             | 2             |
| 25           | EPSVR-FILIPINO                                            | 1             |
| 26           | EPSVR-TLE                                                 | 1             |
| 27           | EPSVR-ENGLISH                                             | 2             |
| 28           | EPSVR-SCIENCE                                             | 1             |
| 29           | EPSVR-ARALING PANLIPUNAN                                  | 1             |
| 30           | EPSVR-MAPEH                                               | 1             |
| <b>TOTAL</b> |                                                           | <b>32</b>     |



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**ANNEX B. VALIDATION SCHEDULE**

| NO. | SCHOOL                                     | SCHEDULE       |
|-----|--------------------------------------------|----------------|
| 1   | MOLUGAN CENTRAL SCHOOL                     | APRIL 21, 2025 |
| 2   | EL SALVADOR CITY NATIONAL HIGH SCHOOL      | APRIL 21, 2025 |
| 3   | SINALOC ELEMENTARY SCHOOL                  | APRIL 21, 2025 |
| 4   | AMOROS NATIONAL HIGH SCHOOL                | APRIL 21, 2025 |
| 5   | COGON ELEMENTARY SCHOOL                    | APRIL 21, 2025 |
| 6   | KALABAYLABAY INTEGRATED SCHOOL             | APRIL 21, 2025 |
| 7   | ULALIMAN ELEMENTARY SCHOOL                 | APRIL 22, 2025 |
| 8   | KIBONBON ELEMENTARY SCHOOL                 | APRIL 22, 2025 |
| 9   | TAYTAY ELEMENTARY SCHOOL                   | APRIL 22, 2025 |
| 10  | SAMBULAWAN NATIONAL HIGH SCHOOL            | APRIL 22, 2025 |
| 11  | HINIGDAAN NATIONAL HIGH SCHOOL             | APRIL 22, 2025 |
| 12  | SAN FRANCISCO DE ASIS ELEMENTARY SCHOOL    | APRIL 22, 2025 |
| 13  | BADIANGON ELEMENTARY SCHOOL                | APRIL 23, 2025 |
| 14  | SAN FRANCISCO DE ASIS NATIONAL HIGH SCHOOL | APRIL 23, 2025 |
| 15  | HIMAYA ELEMENTARY SCHOOL                   | APRIL 23, 2025 |
| 16  | EL SALVADOR CITY CENTRAL SCHOOL            | APRIL 23, 2025 |
| 17  | PEDRO SA. BACULIO ELEMENTARY SCHOOL        | APRIL 23, 2025 |
| 18  | BOLISONG ELEMENTARY SCHOOL                 | APRIL 23, 2025 |
| 19  | MOLUGAN NATIONAL HIGH SCHOOL               | APRIL 24, 2025 |
| 20  | HINIGDAAN ELEMENTARY SCHOOL                | APRIL 24, 2025 |
| 21  | HIMAYA NATIONAL HIGH SCHOOL                | APRIL 24, 2025 |
| 22  | SINALOC NATIONAL HIGH SCHOOL               | APRIL 24, 2025 |
| 23  | SAMBULAWAN ELEMENTARY SCHOOL               | APRIL 24, 2025 |
| 24  | COGON NATIONAL HIGH SCHOOL                 | APRIL 24, 2025 |
| 25  | MIRACULOUS MEDAL ACAD.                     | APRIL 25, 2025 |
| 26  | ST. JOSEPH ACADEMY                         | APRIL 25, 2025 |
| 27  | STELLULAE MARIAE SCHOOL                    | APRIL 25, 2025 |
| 28  | THE NEW EL SALVADOR COLLEGES               | APRIL 25, 2025 |



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