

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

December 9, 2025


DIVISION MEMORANDUM

NO. 446, s. 2025

**UPDATES OF DIVISION MEMORANDUM NO. 435 S. 2025, WORKSHOP ON
UPDATING SY 2024-2025 BEIS DATA AND PREPARING
SY 2025-2026 BEIS INPUTS**

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Section Heads
Program Holders
School Heads, Elementary & Secondary Schools
All Concerned
This Division

1. Regarding **Division Memorandum No. 435 s. 2025** titled, "**Workshop on Updating SY 2024-2025 BEIS Data and Preparing SY 2025-2026 BEIS Inputs**", the field is hereby informed that the workshop is postponed until further notice.
2. The schools, however, is instructed to conduct initial review and updating of their BEIS data inputs.
3. All other provisions, as stated in Division Memorandum No. 435 s. 2025 shall remain in effect.
4. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocols related to the activity. Hence, all actions shall be based solely on established guidelines with no discrimination on the basis of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. For information, guidance and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH: As stated
Reference: Division Memorandum No. 435, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

Basic Education Information System (BEIS)

SGOD-kba



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

November 28, 2025

DIVISION MEMORANDUM
NO. 435, s. 2025


WORKSHOP ON UPDATING SY 2024–2025 BEIS DATA AND PREPARING
SY 2025–2026 BEIS INPUTS

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Section Heads
Program Holders
School Heads, Elementary & Secondary Schools
All Concerned
This Division

1. In line with DepEd Order No. 27, s. 2019, titled **“Guidelines on the Yearly Collection of Data/Information Requirements and Validation Process,”** the Division will conduct a workshop on the updating of School Year 2024–2025 BEIS Data and the preparation of School Year 2025–2026 Basic Education Information System (BEIS) inputs on December 22–24, 2025, from 8:00 a.m. to 5:00 p.m. The venue will be announced in a separate issuance.
2. The said activity aims to update the School Year 2024-2025 BEIS Data and prepare the School Year 2025-2026 BEIS inputs.
3. Participants of the said activity are as follows

Division Office Program Holders	28 pax
School Heads and Assistants (Public & Private Schools)	32 pax

4. Participants from the field are directed to bring laptop, extension cords, wifi or related connectivity device and copy of the SY 2024-2025 BEIS Data.
5. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocols related to the activity. Hence, all actions shall be based solely on established guidelines with no discrimination on the basis of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation. This serves as **Authority to Travel**.
6. For information, guidance and strict compliance.

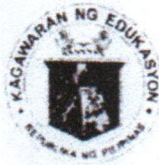

RANDOLPH B. TORTOLA
Schools Division Superintendent

For the Schools Division Superintendent


CONNIEBEL C. NISTAL

Assistant Schools Division Superintendent

ATCH: As stated
Reference: DepEd Order No. 27, s. 2019
To be indicated in the Perpetual Index
under the following subjects:
BEIS



Republic of the Philippines
Department of Education


DepEd ORDER
No. **027**, s. 2019

20 SEP 2019

**GUIDELINES ON THE YEARLY COLLECTION OF DATA/INFORMATION
REQUIREMENTS AND VALIDATION PROCESSES**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education issues the enclosed guidelines on the **Yearly Collection of Data/Information Requirements and Validation Processes**, together with the Data Gathering Forms and Matrix of Accountability, Escalation Process, and Data Dictionary to provide guidance to all schools in the data collection of basic education statistics.
2. All public and private elementary, junior and senior high schools, state universities and colleges (SUCs), local universities and colleges (LUCs) and higher education institutions (HEIs) offering Kindergarten to Grade 12 are directed to register and update their learners' profile and quick count enrollment in the Learner Information System (LIS) and update the school's profile and other data elements in the Basic Education Information System (BEIS) through the accomplished data gathering forms.
3. The LIS and BEIS can be accessed on the website <http://lis.deped.gov.ph>. A single sign-on is available, linking in the system.
4. All previous issuances relative to this Order, which are found inconsistent are deemed superseded or modified accordingly.
5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.: As stated
Reference: None

To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION
BUREAUS AND OFFICES
DATA
FORMS

LEARNERS
REQUIREMENTS
RULES AND REGULATIONS
SCHOOLS