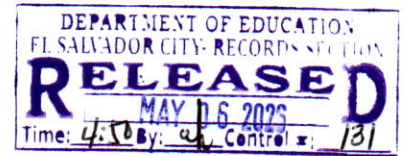




Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 SCHOOLS DIVISION OF EL SALVADOR CITY



May 6, 2026

DIVISION MEMORANDUM  
 NO. 131, s. 2026

ACCOMPLISHMENT AND SUBMISSION OF THE SCHOOLS' BASIC EDUCATION  
 INFORMATION SYSTEM (BEIS) DATA FOR SY 2025-2026

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor, SGOD & CID  
 Division Planning Officer III  
 All Public Elementary & Secondary School Heads  
 All Others Concerned

- In reference to **Division Memorandum No. 446 s. 2025** titled **Updates of Division Memorandum No. 435 s. 2025, Workshop on Updating SY 2024-2025 BEIS data and preparing SY 2025-2026 BEIS Inputs**, and **DepEd Order No. 27 s. 2019** titled **Guidelines on the Yearly Collection of Data/Information Requirements and Validation Process**, this Office hereby directs the field to accomplish and submit the Basic Education Information System (BEIS) Data for school year 2025-2026.
- To facilitate the timely, orderly and efficient compliance of the said report, the field is directed to observe and adhere to the following sheduled activities.

| Activities   | Dates                             | Participants  | Venue         |
|--|-----------------------------------|---|---------------|
| 1. Orientation on the accomplishment of the Basic Education Information System (BEIS) Data | May 12, 2026<br>(8:00 AM-5:00 PM) | <ul style="list-style-type: none"> <li>School-Based Administrative Officer II</li> <li>D.O Personnel</li> </ul> | Hotel Monicon |
| 2. Validation of BEIS Data per School (Group A).<br><b>See Enclosure A.</b>                | May 21, 2026<br>(8:00 AM-5:00 PM) | <ul style="list-style-type: none"> <li>School-Based Administrative Officer II</li> <li>D.O Personnel</li> </ul> | Hotel Monicon |
| 3. Validation of BEIS Data per School (Group B).<br><b>See Enclosure A.</b>                | May 22, 2026<br>(8:00 AM-5:00 PM) | <ul style="list-style-type: none"> <li>School-Based Administrative Officer II</li> <li>D.O Personnel</li> </ul> | Hotel Monicon |

- All expense to be incurred in connection with the attendance at the said activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations. This Memorandum shall serve as the **Authority to Travel**.



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|                |               |      |        |
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| Effectivity    | 08.29.25      | Page | 1 of 4 |



Republic of the Philippines  
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4. Lastly, the participants are instructed to prepare the following prerequisites to ensure efficiency in the preparation and submission of reports:
- Copy of the school's BEIS report for SY 2024-2025
  - Log-in credentials of the school's Learner Information System (LIS) account
  - Laptop
  - Extension Wire
  - Internet Connectivity device/s e.g. pocket wifi and/or related device
9. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
10. This Office directs the immediate and wide dissemination of this Memorandum.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

SGOD/kba



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

**Enclosure A. Updated List of Participants**

| <b>May 12, 2026</b> |                           |                              |   |
|---------------------|---------------------------|------------------------------|---|
|                     | <b>Participants</b>       | <b>School</b>                | <b>Designation</b>                              |
| <b>1</b>            | HONEY LUZ S. NACUA        | Amoros ES                    | AO II   |
| <b>2</b>            | DIANNE L. SOGUILON        | Bolisong ES                  | AO II   |
| <b>3</b>            | CLARK AIRON G. UNSON      | Badiangon<br>ES/Molugan CS   | AO II   |
| <b>4</b>            | JENICE MAE L. MALACO      | Cogon ES                     | AO II   |
| <b>5</b>            | ARIEL S. PADIGOS          | Cogon NHS                    | AO II   |
| <b>6</b>            | MARY ROSE P. CORTEZ       | El Salvador City CS          | AO II   |
| <b>7</b>            | MARJORIE T. RAS           | El Salvador City<br>NHS      | AO II   |
| <b>8</b>            | CHERRY LOU D. ASEQUIA     | Himaya ES                    | AO II   |
| <b>9</b>            | NICK C. RATUNIL           | Himaya NHS                   | AO II   |
| <b>10</b>           | LEAH MAE C. AKUT          | Hinigdaan ES                 | AO II   |
| <b>11</b>           | DANEL JOHN R. HAMO        | Hinigdaan NHS                | AO II   |
| <b>12</b>           | KEMBERLY D. OCO           | Kalabaylabay IS              | AO II   |
| <b>13</b>           | LEABETH P. SALVA          | Kibonbon ES                  | AO II   |
| <b>14</b>           | SAMANTHA ELLIS M. GEÑOSO  | Molugan NHS                  | AO II   |
| <b>15</b>           | RODRIGO N. VALMORIA JR    | Pedro Sa. Baculio<br>ES      | AO II   |
| <b>16</b>           | JON LOUIS O. DACOCO       | Sambulawan ES                | AO II   |
| <b>17</b>           | ADRIAN GABRIEL D. LABADAN | Sambulawan NHS               | AO II   |
| <b>18</b>           | ADRIAN KIRBY P. SAARINAS  | San Francisco de<br>Asis NHS | AO II   |
| <b>19</b>           | EDJIE P. DAGOPIOSO        | San Francisco de<br>Asis ES  | AO II   |
| <b>20</b>           | NISHI M. ABRATIGUIN       | Sinaloc ES                   | AO II   |
| <b>21</b>           | RUBY FLOR M. SINCO        | Sinaloc NHS                  | AO II   |
| <b>22</b>           | EULITA M. CASTILLO        | Taytay ES                    | AO II   |
| <b>23</b>           | ROSA MARIA M. REBUSTO     | Ulaliman ES                  | AO II   |
| <b>24</b>           | KEVIN B. ASEQUIA          | Division Office              | Planning Officer III                            |
| <b>25</b>           | ROLLY B. LABIS            | Division Office              | Chief Education<br>Supervisor, SGOD             |
| <b>26</b>           | JAMES P. CLARABAL         | Division Office              | Office Clerk                                    |
| <b>27</b>           | CONNIEBEL C. NISTAL       | Division Office              | Assistant Schools<br>Division<br>Superintendent |
| <b>28</b>           | RANDOLPH B. TORTOLA       | Division Office              | Schools Division<br>Superintendent              |



Republic of the Philippines  
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SCHOOLS DIVISION OF EL SALVADOR CITY

| <b>May 21-22, 2026</b> |                                     |                 |   |
|------------------------|-------------------------------------|-----------------|---|
| <b>1</b>               | 23 AO II of the Schools             |                 |   |
| <b>2</b>               | KEVIN B. ASEQUIA                    | Diviison Office | Planning Officer III                            |
| <b>3</b>               | LINA C. BEJIGA                      | Diviison Office | Education Program Supervisor, Kindergarten/SNED |
| <b>4</b>               | ROQUE R. SABASAJE                   | Diviison Office | Education Program Supervisor, TLE               |
| <b>5</b>               | FELANIE MARIE A. LIM                | Diviison Office | Administrative Officer IV, HRMO                 |
| <b>6</b>               | ESMAEL V. MALACO                    | Diviison Office | Project Development Officer I                   |
| <b>7</b>               | SHERRIE R. DUNGOG                   | Diviison Office | Information Technology Officer III              |
| <b>8</b>               | MACHY B. TUDAS/VICENTE V. FERNANDEZ | Diviison Office | Engineer III                                    |
| <b>9</b>               | IRVINE JOHN R. TAGAPULOT            | Diviison Office | Medical Officer III                             |
| <b>10</b>              | FRANZ MAYBELLE M. GAID              | Diviison Office | Nurse II  |
| <b>11</b>              | CECILLE Z. KHOBUNTIN                | Diviison Office | Nurse II  |
| <b>12</b>              | VANESSA PRORES TIAD                 | Diviison Office | Nurse II  |
| <b>13</b>              | BRIDGET GALE B. GELLOR              | Diviison Office | Dentist   |
| <b>14</b>              | ANALYN G. FABRIA                    | Diviison Office | Education Program Supervisor, SGOD              |
| <b>15</b>              | JURICA ETHEL L. ESTRADA             | Diviison Office | Project Development Officer II                  |
| <b>16</b>              | MELANIE M. LIGUTOM                  | Diviison Office | Education Program Supervisor, ALS/IPED          |
| <b>17</b>              | MARICRIS P. QUISMUNDO               | Diviison Office | Senior Education Program Specialist, SMME       |
| <b>18</b>              | MARICEL B. JANGAO                   | Diviison Office | Accountant III                                  |
| <b>19</b>              | JAMES P. CLARABAL                   | Diviison Office |   |
| <b>20</b>              | ROLLY B. LABIS                      | Diviison Office | Chief Education Program Supervisor, SGOD        |
| <b>21</b>              | CONNIEBEL C. NISTAL                 | Diviison Office | Assistant Schools Division Superintendent       |
| <b>22</b>              | RANDOLPH B. TORTOLA                 | Diviison Office | Schools Division Superintendent                 |