



Republic of the Philippines
Department of Education
Region VI- Western Visayas
DIVISION OF SAGAY CITY

DIVISION MEMORANDUM

No. 227, s. 2025

MAR 26 2025

**BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA COLLECTION AND ENCODING FOR
THE SCHOOL YEAR 2024-2025 AND SUBMISSION OF DATA GATHERING FORMS**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Memorandum (DM) 2025-PPS-OD-03-009, titled **Conduct of Online Orientation for the Basic Education Information System (BEIS) Data Collection and Encoding for School Year 2024-2025**, the Planning and Research Section announces the schedule of submission of **hard copy of the following Data Gathering Forms through the Division Records Office on or before April 11, 2025**:

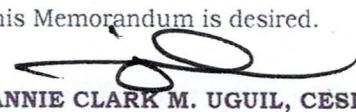
- a.) Government Elementary School Profile (GESP)
- b.) Government Junior High School Profile (GJHSP)
- c.) Government Senior High School Profile (GSHSP)
- d.) Private School Profile (PSP)

2. **All Division Focal Person** are required for the data validation which will take place after the submission of the Data Gathering Forms and are requested to give Technical Assistance to the schools for the compliance of the forms:

Data Elements	Division Focal Person
Curriculum-related data on learner	EPS-in-charge of Special Programs (ALS, SPED, IPED, Multi-Grade)
DRRM and other related activities	DRRM Coordinator
Teaching and Non-Teaching Personnel Data	HR Personnel
Computers, Internet and ICT Equipment	Information Technology Officer
School site, electricity, water and other sanitation facilities, School location, Travel details	Education Facilities Personnel
School Sports Program	Division Sports Officer
Health and Nutrition (Oral Health, Mental Health, ARH, Feeding, Drug Education)	Division Dentist; Division Medical Officer and SNHU in-charge of the OK sa DepEd programs
Youth Formation, SPG, SSG, Career Guidance Program	PDO 1-Learner Formation Coordinator

3. For more information, and guidance, kindly contact Eng'r. Brenda Dina C. Labangco, Planning Officer III via FB messenger (Brenda Catalo Labangco) and email address at brendadina.labangco@deped.gov.ph.

4. Immediate and wide dissemination of this Memorandum is desired.


DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
OIC- Schools Division Superintendent



Enclosure : N/A
Reference : As Stated
Allotment : N/A
No. of Pages : 1
To be indicate in the **Perpetual Index** under the following subjects:
BASIC EDUCATION DATA
FN bdc/SGOD-Planning