



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 109, s. 2021

**ANNUAL DATA COLLECTION IN THE BASIC EDUCATION INFORMATION
SYSTEM (BEIS) FOR SCHOOL YEAR 2020-2021 AND SUBMISSION
OF PRINCIPAL'S REPORT ON ENROLLMENT
FOR THE MONTH OF MARCH 2021**

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Public Schools District Supervisors
All Public and Private School Principals and Assistant Principals
All Others Concerned

1. As per DepEd Order No. 27, s. 2019 entitled "*Guidelines on the Yearly Collection of Data/ Information Requirements and Validation Processes*", this Office announces the submission of BEIS School Profiles/ Data Gathering Forms for School Year 2020-2021.
2. All Public and Private schools must be guided accordingly of the following timeline of activities related to BEIS data collection for School Year 2020-2021:

ACTIVITY	TIMELINE
Online Orientation on Data Requirements and Data Gathering Forms for SY 2020-2021	March 15, 2021
Encoding and Uploading of School profile in the BEIS	March 16, 2021- April 21, 2021
Deadline of submission of hard copy in the Division Office	April 23, 2021
Data Validation	April 26, 2021- May 31, 2021

Schools which already encoded and uploaded their school profile in the BEIS may submit the hard copy earlier than the aforementioned dates. This is to facilitate easy validation in the division level in consideration to the current skeleton work force arrangement of the Office.



“WE MOULD HEROES”

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ISO 9001: 2015 CERTIFIED

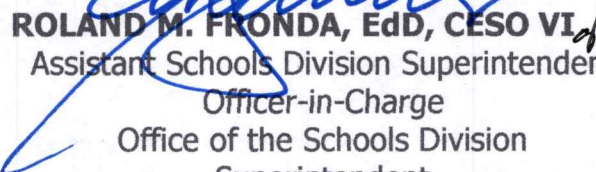
3. Attached is the List of signatories for reference.
4. User guide for the BEIS Uploading of school profile facility can be accessed through this link, <http://bit.ly/BEIS-userguide>.
5. In addition, all public and private schools are instructed to submit soft copy of Principal's Report on Enrollment and Attendance for the month of March 2021 in pdf form on or before April 15, 2021 thru the following email addresses:

Public Schools: depedbataan.planning.research@deped.gov.ph

Private Schools: sdobataanplanning.research@gmail.com

Deadline for the submission of hard copy is on April 23, 2021.

6. Immediate dissemination and strict compliance with this Memorandum are enjoined.



ROLAND M. FRONDA, EdD, CESO VI,
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division
Superintendent

S06
April 7, 2021

Encls.:
As stated

References: DepEd Order No. 27, s. 2019
DM-PHROD-2021-0173

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

BASIC EDUCATION
DATA
FORMS
POLICY
REPORTS
SCHOOLS

SIGNATORIES FOR SCHOOL PROFILE (Public)

DESIGNATION	NAME	POSITION
Head of Office	Roland M. Fronda, EdD, CESO VI	Officer-in-Charge Office of the Schools Division Superintendent
CID Personnel	Milagros M. Peñaflor, PhD	Chief Education Supervisor-CID
Div. Accountant	Myra V. Dilig	Accountant III
Div. ALIVE Coordinator	Romeo M. Layug	Education Program Supervisor
Div. Child Protection Focal Person/ Coordinator	Hermie G. Duran	Senior Education Program Specialist- Monitoring and Evaluation
Div. HR Personnel	Roshenar V. Cruz	Administrative Officer IV
Div. School Health Coordinator/ Medical Officer/ Nurse	Jennifer M. Alip	Dentist II/ School Health & Nutrition
Div. SPED Coordinator	Jacqueline C. Tuazon	Education Program Supervisor
Div. Sports Coordinator	Ramon C. Perez	Chief Education Supervisor-SGOD
Div. Youth Formation Coordinator	Francez Paulene C. Tabije	Project Development Officer I
DRRM Coordinator	Ray Q. Cruz	Project Development Officer II
Information Technology Officer	Richard M. Alboro	Information Technology Officer I
IPED Focal Person/ Coordinator	Jean A. Lintag	Education Program Supervisor
Physical Facilities Coordinator/ Div. Engineer	Engr. Merck Bryan A. Gragasin	Engineer III
Planning Officer III	Perlie Ann R. Torres	Planning Officer III
Senior Education Program Specialist (HRTD)	Roberto R. Pantig, PhD	Senior Education Program Specialist- HRTD
Senior Education Program Specialist (PRS-SGOD)	Mar-Elen Fe G. Reñosa, EdD	Senior Education Program Specialist (PRS-SGOD)
Senior Education Program Specialist- Monitoring and Evaluation (SGOD)	Hermie G. Duran	Senior Education Program Specialist- Monitoring and Evaluation

SIGNATORIES FOR SCHOOL PROFILE (Private)

DESIGNATION	NAME	POSITION
Planning Officer III	Perlie Ann R. Torres	Planning Officer III
Senior Education Program Specialist- Monitoring and Evaluation (SGOD)	Hermie G. Duran	Senior Education Program Specialist- Monitoring and Evaluation