



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

MAY 02 2024

DIVISION MEMORANDUM

No. 192, s. 2024

**SUBMISSION AND VALIDATION OF GOVERNMENT SCHOOL PROFILE
FOR SCHOOL YEAR 2023-2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
All Public School Heads
All Others Concerned

1. Pursuant to the Unnumbered Memorandum from the Office of the Undersecretary for Administration titled "Basic Education Information System (BEIS) School Year 2023-2024 Data Collection", this Office informs all public school of the following submission and validation schedule of Government School Profile:

Activity	Schedule
Government Elementary and Senior High School Profile	
Encoding and Uploading of Government School Profile in the BEIS	April 15, 2024 to May 3, 2024
Deadline of Uploading	May 3, 2024
Extraction of data from BEIS by the Planning and Research Section	May 4 to 7, 2024
Validation and encoding of comments by Division BEIS validators	May 8 to 14, 2024
Face to Face Validation	May 15 to 21, 2024
Government Junior High School Profile (GJSP)	
Encoding and Uploading of Government School Profile in the BEIS	Once the GJSP become available in the system until May 14, 2024
Deadline of Uploading	May 14, 2024
Extraction of data from BEIS by the Planning and Research Section	May 15 to 17, 2024
Validation and encoding of comments by the Division BEIS validators	May 20 to 24, 2024
Face to Face Validation	May 28, 2024



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2. To ensure the accuracy of data encoded by schools, there will be a face-to-face validation at the 3rd floor, SDO-Bataan Conference Room to be attended by LIS coordinators. Below is the schedule of validation per district:

District	Schedule
Elementary and Integrated Schools	
Abucay	Date: May 15, 2024 Time: 8:30 AM to 10:00 AM
Pilar	Date: May 15, 2024 Time: 10:00 AM to 11:30 AM
Orion	Date: May 15, 2024 Time: 1:00 PM to 3:00 PM
Limay	Date: May 15, 2024 Time: 3:00 PM to 5:00 PM
Morong	Date: May 16, 2024 Time: 8:30 AM to 10:00 AM
Bagac	Date: May 16, 2024 Time: 10:00 AM to 11:30 AM
Samal	Date: May 16, 2024 Time: 1:00 PM to 2:30 PM
Dinalupihan-East	Date: May 16, 2024 Time: 2:30 PM to 5:00 PM
Dinalupihan-West	Date: May 17, 2024 Time: 8:30 AM to 11:30 AM
Orani	Date: May 17, 2024 Time: 1:00 PM to 5:00 PM
Mariveles	Date: May 20, 2024 Time: 8:30 AM to 11:30 AM
Hermosa	Date: May 20, 2024 Time: 1:00 PM to 5:00 PM



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Junior High School	
1 st Congressional District	Date: May 28, 2024 Time: 8:00 AM to 10:30 AM
2 nd Congressional District	Date: May 28, 2024 Time: 10:30 AM to 12:00 PM
3 rd Congressional District	Date: May 28, 2024 Time: 1:00 PM to 5:00 PM
Senior High School	
1 st Congressional District	Date: May 21, 2024 Time: 8:30 AM to 10:00 AM
2 nd Congressional District	Date: May 21, 2024 Time: 10:00 AM to 12:00 PM
3 rd Congressional District	Date: May 21, 2024 Time: 10:00 AM to 12:00 PM

- LIS/BEIS coordinators are advised to bring laptop and an editable soft copy of their school profile. Participants are also advised to arrive at their respective time of validation to avoid long queuing during the conduct of the activity. Likewise, participants are also advised to bring their own snack and drink.
- This Memorandum shall also serve as travel order of the participants.
- Travel expenses in relation to the conduct of the said activity shall be charged against the school MOOE subject to usual accounting and auditing rules and regulations.
- Immediate dissemination of and compliance with this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Reference: DO No. 27, s. 2019
To be indicated in the Perpetual Index
Under the following subjects:

DATA INVENTORY
FORMS SCHOOLS

SO3/PATS
April 29, 2024



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CSC PRIME-HRM BRONZE AWARD

COMMITMENT TO QUALITY MANAGEMENT LEVEL 5