



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

MAY 09 2025

DIVISION ADVISORY

No. 105 s. 2025


To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Principals
All Others Concerned

This Office informs all concerned regarding the Extension of the Basic Information System (BEIS) Data Collection and Validation for School Year 2024-2025

Further, to validate the submitted school profile, the deadline for SDO-Bataan is on May 13, 2025.

Attached is a copy of Memorandum No. 2025-PPS-OD-04-032, from Maria Clarisee T. Ligunas-Roque, which disseminates the abovementioned announcement, for further details and inquiries.


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


SO14/NMM



Republic of the Philippines
Department of Education
POLICY AND PLANNING SERVICE

Office of the Director

MEMORANDUM
2025-PPS-OD-04-032

FOR: MINISTER, BASIC, HIGHER AND TECHNICAL EDUCATION,
BARM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
STATE/LOCAL UNIVERSITIES AND COLLEGES HEADS
ALL OTHERS CONCERNED

FROM: *Maria Clarisse T. Ligunas-Roque*
MARIA CLARISSE T. LIGUNAS-ROQUE
Director IV
Officer-in-Charge
Office of the Assistant Secretary for Strategic Management

SUBJECT: EXTENSION OF THE BASIC EDUCATION INFORMATION
SYSTEM (BEIS) DATA COLLECTION AND VALIDATION FOR
SCHOOL YEAR 2024-2025

DATE: April 29, 2025

Aligning with the department's mission of promoting every Filipino's right to quality education, the Department of Education (DepEd) continues to enhance its processes on gathering accurate school data crucial for evidence-based policy formulation, informed decision-making, budget allocation, and maintaining the department's overall functions.

In reference to the issuance of the DepEd Memorandum No. 031, s. 2025 entitled Basic Education Information System (BEIS) Data Collection and Validation for School Year 2024-2025, the schools are enjoined to update school information and other data elements in the BEIS. The Policy and Planning Service-Education Management Information System Division (PPS-EMISD) has identified **11,869 schools that have not uploaded (19.67%)** and **29,720 schools whose BEIS data have not been validated (61.30%)** out of **60,352 schools**. Attached herewith is the Regional and Division BEIS Status of Submission and Validation as of April 29, 2025.

In this regard, the BEIS Data Collection and Validation for SY 2024 – 2025 is extended to **May 16, 2025** to accommodate the completion of submission and

validation. Concerned Regional Directors and Schools Division Superintendents, through their Regional and Division Planning Officers, are requested to coordinate with the respective schools to follow-up submission, provide assistance if needed, and validate the submissions.

For queries, please contact PPS-EMISD through telephone number: 8635-3958 or email at: ps.emisd@deped.gov.ph.

For immediate dissemination and strict compliance.

Thank you.



Room A-205, 2nd Floor Alonzo Building, DepEd Complex, Meralco Ave., Pasig City 1600

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Republic of the Philippines
Department of Education

APR 10 2025

DepEd MEMORANDUM

No. **031**, s. 2025

**BASIC EDUCATION INFORMATION SYSTEM DATA COLLECTION
AND VALIDATION FOR SCHOOL YEAR 2024-2025**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
State/Local Universities and Colleges Heads
All Others Concerned

1. Pursuant to DepEd Order No. 027, s. 2019 titled Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes, the Department of Education (DepEd) shall conduct an annual data collection through the Basic Education Information System (BEIS) which captures datasets that are imperative in allocating crucial resources, budgeting, policymaking, program development, and monitoring and evaluation to enrich the delivery of quality basic education in the country.

2. The Department, through the Policy and Planning Service-Education Management Information System Division (PPS-EMISD) directs all public and private elementary and secondary schools, and encourages all state/local universities and colleges offering basic education, to update their school information and all other data elements in the BEIS through the accomplishment of the data gathering forms for the school year 2024-2025. The system will be available for data updating from **March 14 to April 30, 2025**.

3. The following are the BEIS data gathering forms to be accomplished respectively (see Enclosure No. 1):

- a. Government Elementary School Profile;
- b. Government Junior High School Profile;
- c. Government Senior High School Profile;
- d. Private School Profile; and
- e. State/Local Universities and Colleges Profile.

Public integrated schools shall fill out the government school profiles applicable to them.

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4. All schools shall utilize the data gathering forms downloaded from the BEIS to avoid **data errors** in the template when uploaded. To reduce efforts and time in filling out the forms, schools may use the pre-loaded forms with available previous school year data, which shall be reviewed and updated, accordingly.

5. The **School Heads**, shall be primarily responsible and accountable officials for reporting of the school data. They shall ensure that the data encoded in the system are accurate and timely. Datasets collected from schools shall be uploaded and be made available through a dashboard on the DepEd official website.

6. The **Division Planning Officers (DPOs)** shall provide technical assistance to all schools such as but not limited to the conduct of orientation, respond to concerns/queries, and provide assistance to schools with no internet connectivity in the submission of their reports. **The DPOs shall monitor and ensure that all schools in their respective Schools Division Office (SDO) will encode and submit their school profile in the BEIS on or before April 30, 2025 and conduct data validation on even date.**

7. The program focal persons in the division shall jointly validate with the division planning officer their program data and sign the forms to ascertain that the data reported are correct and validated.

Data Elements	Division Focal Person
Curriculum-related data on learners (Indigenous Peoples Education [IPed], Muslim Education, Special Needs Education [SNEd])	Education Program Supervisor-in-Charge of Special Programs (Alternative Learning System, SNEd, Sports, Madrasah/Arabic Language and Islamic Values Education, IPed, Multi-Grade)
Disaster Risk Reduction and Management (DRRM) and other related activities	DRRM Coordinator
Teaching, Teaching-Related and Nonteaching personnel data and other human resource-related data	HR Personnel
Computer, information and communication technologies (ICT) equipment, internet connectivity, and other ICT-related data	Information Technology Officer
Maintenance and Other Operating Expenses Data	Division Accountant
Instructional/Non-Instructional rooms including electrical supply, school location, and travel details	Physical Facilities Coordinator/ Division Engineer
School Health and Nutrition, including the availability of water supply, sanitation facilities	Health and Nutrition Personnel
School Sports	Sports Coordinator
Learner Rights and Protection (LRP)	LRP Coordinator
School Government Program/Learner Organization and Activities (Youth Formation, SPG, SSG)	Youth Formation Coordinator

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Action Research	Senior Education Program Specialist (Planning and Research Section-Schools Governance and Operations Division)
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8. All involved personnel in BEIS data encoding, collection and validation from all public schools, district, division, and regional offices, are allowed to render overtime services with pay during weekdays, weekends, and holidays when necessary to meet the target schedules and be converted to service credits for those at the school level.

9. Guidelines and other reminders in accomplishing select data elements in the forms are attached as Enclosure No. 2 in this Memorandum.

10. For concerns related to the **data collection and validation guidelines**, please contact **Policy and Planning Service-Education Management Information System Division** through e-mail at ps.emisd@deped.gov.ph or telephone number (02) 8637-6204.

11. For issues encountered in the information system, please submit them through the online ticketing form of the **Information and Communications Technology Service-User Support Division** via <https://bit.ly/HelpdeskTicketingForm>.

12. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

[Signature]
ATTY. FATIMA LIPP D. PANONTONGAN
 Undersecretary and Chief of Staff

Encls.:
 As stated

Reference:
 DepEd Order (No. 027, s. 2019)

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

BASIC EDUCATION
 BUREAUS AND OFFICES
 DATA
 FORMS

LEARNERS
 REQUIREMENTS
 RULES AND REGULATIONS
 SCHOOLS

