



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



Office of the Schools Division Superintendent

April 22, 2025

**DIVISION MEMORANDUM**

No. **04-127**, 2025

**YEARLY COLLECTION OF DATA/INFORMATION REQUIREMENTS AND  
VALIDATION PROCESS FOR SY 2024-2025**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Curriculum Implementation Division (CID) Personnel  
School Governance and Operations Division (SGOD) Personnel  
Office of the Schools Division Superintendent (OSDS) Personnel  
Elementary and Secondary School Heads  
Private School Heads  
All concerned  
This Division

1. Pursuant to DepEd Order No. 027, s. 2019 titled Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes, the field is hereby directed to update their school information and all other data elements in the Basic Education Information System (BEIS) through the accomplishment of the data gathering template for the school year 2024-2025. The system will be available for data updating until **April 30, 2025**.

2. To facilitate the validation of the forms, please be guided of the schedule as shown below:

Districts	Dates	Venue
Burgos & GL with Secondary Schools	April 25, 2025	Division Office
San Benito & Pilar with Secondary Schools	April 25, 2025	
San Isidro & Sapao with Secondary Schools	April 25, 2025	
Numancia East & West with Secondary Schools	April 28, 2025	
Dapa East & West with Secondary Schools	April 28, 2025	
Socorro East & West with Secondary Schools	April 28, 2025	
Private Schools and LUC/SUC	April 28, 2025	

3. All focal persons involved in the validation are requested to report in the office. If the focal person is on Official Business, he/she must assign an alternate to do the validation.

4. The program focal persons shall be the one to validate 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 (Muslim Education, Special Needs Education (SNEd))	Elias G. Brina, PhD Education Program Supervisor



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Disaster Risk Reduction and Management (DRRM) and other related activities	Catherine B. Landao Education Program Specialist II
Teaching, Teaching-Related and Non-Teaching personnel data and other human resource-related data	Rochell M. Boncaros HRMO
ICT equipment, internet connectivity, and other ICT-related data	John Eric A. Jabines Information Technology Officer
Maintenance and Other Operating Expenses data	Maricris O. Sulapas Division Accountant
Instructional/Non-Instructional rooms including electrical supply, school location, and travel details	Neil T. Espenido Division Engineer
School Health and Nutrition, including the availability of water supply, sanitation facilities	District Nurse Assigned
School Sports	Joselito T. Tokong Education Program Supervisor
Learner Rights and Protection (LRP)/School Government Program/Learner Organization and Activities	Glenda R. Dadap Project Development Officer Christine Joy S. Camingue Project Development Officer
Action Research	Renier S. Oraliza Senior Education Program Specialist

5. For immediate dissemination to, guidance, and strict compliance of all concerned.

**MANUEL O. CABERTE**

Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

Encl: None

Reference: DepEd Memorandum No. 031, s. 2025

To be indicated in the Perpetual Index under the following subjects:  
 BEIS DATA GATHERING FORMS DATA REQUIREMENTS

SGOD/ibcalidguid  
 04/22/25