



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

DIVISION MEMORANDUM  
 No. **05-157** s, 2026

To: Assistant Schools Division Superintendent  
 CID Chief and Personnel  
 SGOD Chief and Personnel  
 Elementary School Principals/ Head Teachers/ School In-Charge  
 Secondary School Principals/ Head Teachers/ School In-Charge  
 This Division

**YEARLY COLLECTION OF DATA/INFORMATION REQUIREMENTS  
 AND VALIDATION PROCESS FOR SY 2025-2026**

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 2025-2026. The system will be available for data updating until **June 15, 2026**.

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

Districts	Dates	Venue
BurSan & Gen. Luna Districts	June 5, 2026	Division Office
San Isidro & Pilar Districts	June 6, 2026	
Numancia, Sapao Districts & Private Schools	June 7, 2026	
Dapa East & West Districts	June 8, 2026	
Socorro East & West Districts	June 9, 2026	

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
Data on Learners in Technology and Livelihood Education (TLE)	Aniesol C. Lasala Education Program Supervisor
Disaster Risk Reduction and Management (DRRM) and other related activities	Catherine B. Landao Education Program Specialist II



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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
Data on Learning & Development and LAC	Ferosana D. Tesiorna Senior Education Program Specialist Lowela B. Espanto Education Program Specialist II
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

8. Immediate dissemination of this Memorandum is hereby directed.

**MANUEL O. CABERTE**  
Schools Division Superintendent

Reference:

Encl's: None

To be indicated in the **PERPETUAL INDEX** under the following subjects:

BEIS DATA GATHERING FORMS DATA REQUIREMENTS

SGOD/ibc

05282026



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