



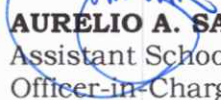
Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM

NO. 199, s. 2025

To: Public Schools District Supervisors/PICDs
School Heads of Public & Private Schools & SUC
Designated School BEIS Coordinators
All Others Concerned

For the Schools Division Superintendent:

From:  **AURELIO A. SANTISAS, CESE**
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

Subject: **ORIENTATION ON THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA COLLECTION AND ENCODING FOR SY 2024-2025**

Date: March 21, 2025

- Per DepEd Order No. 27, s. 2019, all schools (public, private and SUC) offering basic education are directed to accomplish the official and coded excel-based data gathering forms and upload it in the Basic Education Information System (BEIS) to wit:
 - Government Elementary School Profile (GESP)
 - Government Junior High School Profile (GJHSP)
 - Government Senior High School Profile (GSHSP)
 - Private School Profile (PSP)
 - State/Local Universities and Colleges Profile (SLUCP)
- In line with this, an **Orientation on the Basic Education Information System (Beis) Data Collection and Encoding for the School Year 2024-2025** will be conducted on **March 27, 2025, Thursday, 1:30 p.m. at the Schools Division Office Function Room**. Participants to this activity are School BEIS Coordinators.
- The BEIS online facility has already been made available since March 15, 2025. As such, School Heads / BEIS coordinators are advised to download in advance the BEIS data gathering forms. Schools may also migrate the previous school year's data via beis.deped.gov.ph and update the school profiles using **School Head account**. The guide to accessing, downloading, uploading, and validating the BEIS forms and other materials may be viewed through this link: tinyurl.com/dap-beis-2024-2025.
- School Heads are reminded that they shall be primarily responsible for the accuracy and correctness of the data reported by their school.
- Additionally, integrated schools, private schools and state universities shall provide information only applicable to them in the abovementioned BEIS data gathering forms.
- You may contact the Division Planning Officer for queries and clarification.
- For strict compliance of all concerned.



Sunset Boulevard, Dawo, 7101 Dapitan City
(065) 917-5113
dapitancity@deped.gov.ph
www.depeddapitancity.net fb.com/DepEdDapitanCity

