



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OF AKLAN

February 21, 2023

DIVISION MEMORANDUM

No. 053, s. 2023

**VALIDATION OF THE DATA IN BASIC EDUCATION INFORMATION SYSTEM
 (BEIS) SY 2022-2023**

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Senior/Education Program Specialists
**School Heads of Public and Private Elementary, Secondary
 and Integrated Schools**
Other Personnel Concerned

- To ensure the accuracy and completeness of submitted data, there will be a validation of Basic Education Information System (BEIS) Beginning of School Year 2022-2023 School Profile of all public and private elementary, secondary, integrated schools and State University and Colleges (SUCs).
- In this connection, the School Validation Team shall conduct a pre-validation of the data in Basic Education Information System (BEIS) to minimize common data entry errors and to facilitate the smooth and fast validation process of the Division Team Validators.
- All Heads of Public and Private Elementary, Secondary and Integrated Schools, SUCs/LUCs, School ICT or School Planning Coordinators are enjoined to participate in the said validation on the following schedule:

CLUSTER	DATE	VENUE	DISTRICT PARTICIPANTS (2 pax per school)
CLUSTER 1 Districts of Nabas, Malay, Buruanga, Makato	March 13, 2023 8:00 AM – 5:00 PM	To be identified	School Heads/TIC and School ICT Coordinators/School Planning Coordinators
CLUSTER 2 Districts of Ibajay I, Ibajay II, Numancia, Lezo and New Washington	March 14, 2023 8:00 AM – 5:00 PM	To be identified	School Heads/TIC and School ICT Coordinators/School Planning Coordinators
CLUSTER 3 Districts of Balete, Libacao, Kalibo I, and Kalibo II, Altavas	March 15, 2023 8:00 AM – 5:00 PM	To be identified	School Heads/TIC and School ICT Coordinators/School Planning Coordinators
CLUSTER 4 Districts of Banga, Malinao, Tangalan, Batan and Madalag	March 16, 2023 8:00 AM – 5:00 PM	To be identified	School Heads/TIC and School ICT Coordinators/School Planning Coordinators
CLUSTER 5 All Private Schools LUC/SUC	March 17, 2023 8:00 AM-5:00 PM	To be identified	School Head/BEIS Coordinator





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4. Further, participants shall bring the following during the validation :
- Accomplished BEIS Data Collection Template of SY 2022-2023 (soft and hard copy)
 - Latest SF 7
 - Lists of GASTPE and SHS Voucher Recipients for Private Schools
 - Laptop;
 - Broadband;
 - Extension cord; and
 - Packed lunch
5. The following are the Division Team Validators who are responsible for the validation of the identified data elements :

PUBLIC SCHOOLS (March 13-16, 2023)

Data Elements	Responsible Office/Unit
School Profile all data elements	Milgie C. Villareal – Planning Officer III
Curriculum related data on learners IP, Muslim Ed, LAC, Learners with Disabilities	- Johann C. Cawaling EPS – ALS & SPED - Ruby Agnes B. Estrada, PhD Division IPED and ALIVE Coordinator - Mahnnie Q. Tolentino EPS LRMDS
DRRM and other data related activities	- Charlie I. Ureta OIC – EPS SGOD PDO II – DRRM Coordinator
Teaching and Non Teaching Personnel Data	- Marlyn T. Bereber Administrative Officer IV – HRMO
Computer, Internet and other OCT Equipment	- Floradel P. Jamero ITO I
- Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities - School Location, Travel details	- Meljan I. Torres, CE Engineer III
School Health Nutrition including solid waste management, tobacco control	- Rhoby M. Fernandez, MD Medical Officer III - Dentist and Nurses assigned
Research	- Darren N. Naelgas OIC SEPS
School Sports Program	- Rebecca R. Ibarreta Div. School Sports Coordinator
Teaching and Non Teaching Personnel Trainings	- Leila L. Pamatian SEPS – HRTD
Child Protection	- Roland F. Democrito EPSt – Div. Child Protection Coordinator



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Cont. PUBLIC SCHOOLS

Data Elements	Responsible Office/Unit
School MOOE utilization	- Marissa A. Jizmundo Accountant III
Number of Teachers and Non Teaching Personnel in School	- Marlyn T. Bereber Administrative Officer IV/HRMO
Youth Formation Program (SPG and SSG)	- Melky T. Arboleda PDO I – Youth Formation Officer
LAC in School	- PSDS as CID Representative (may validate in the district)

PRIVATE SCHOOLS AND LUC/SUC (March 17, 2023)

Data Elements	Responsible Office/Unit
All data elements	June Patricio – SEPS Monitoring and Evaluation Milgie C. Villareal – Planning Officer III

6. Expenses incurred relative to this activity shall be charged against SDO funds, while other expenses of the school will be charged to school MOOE subject to the usual government accounting and auditing rules and regulations.
7. The participants shall strictly adhere to the health protocols in the conduct of this activity (Refer to D.O. 14, s. 2020 – Guidelines on the Required Health Standards in Basic Education Offices and Schools.)
8. Immediate and wide dissemination of this Memorandum is desired.

FELICIANO Q. BUENAFE Jr. CESO VI
Schools Division Superintendent 

Reference : DO 27, s. 2019
Enclosures : As stated
Allotment : 1 (R.O. s. 1994)

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

DATA	FORMS	INFORMATION TECHNOLOGY
POLICY	OFFICIALS	PROGRAM
PROJECTS	PUPILS	SCHOOLS
STUDENTS	TEACHERS	

/MCV

