



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



April 21, 2025

REGIONAL MEMORANDUM

No. 393, s. 2025

To: Schools Division Superintendents
All Others Concerned

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

1. Attached is a copy of the DepEd Memorandum No. 031 s. 2025 dated April 10, 2025 relative to the above-captioned subject, contents of which are self-explanatory, for information and appropriate action.
2. Schools Division Offices and Schools are requested to validate their Basic Education Information System (BEIS) data for School Year 2024-2025. Requesting 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.
3. Immediate dissemination of and compliance with this Memorandum are desired.

JOCELYN DR ANDAYA

Regional Director, NCR

Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl.: As stated



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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:


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



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