



121188

Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

May 13, 2024

DIVISION MEMORANDUM

No. 124, s. 2024

**UPDATING/FINALIZATION AND ONLINE SUBMISSION OF
VALIDATED SCHOOL PROFILE.S**

To : Public Schools District Supervisors
All Public Elementary and Secondary School Heads

1. In line with the Annual Preparation of Basic Education Information System (BEIS) School Profiles, the Planning and Research Section will conduct a half-day Updating/Finalization and Submission of Validated School Profiles on May 16, 2024 (Thursday) at the Division Office conference hall on the following schedules, to wit;

Time	District Schedule
8:00 a.m. - 12:00 p.m	Digos Occidental and Digos Oriental
1:00 p.m. - 5:00 p.m.	Digos South and Mt. Apo

2. Secondary Schools shall follow on the assigned Schools District. Participants to this activity are the School Heads. Please bring the excel file of the submitted BEIS hardcopy to be used for the said updating activity.
3. Travel expenses incurred in participating in this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. For dissemination and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D., CESO VI
OIC Schools Division Superintendent

JepEd Schools Division of Digos City
RECORDS SECTION

12-1188
DATE: MAY 14 2024 TIME: 7:00 am
BY: *[Signature]*

Enclosed: As stated.
SGOD/PRME/ama



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396