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Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

May 12, 2026

**DIVISION MEMORANDUM**

No. 004, s. 2026

**ONLINE ORIENTATION ON BASIC EDUCATION INFORMATION SYSTEM (BEIS) FOR SY 2025 - 2026 DATA COLLECTION**

To : Public Schools District Supervisors  
All Public and Private Elementary and Secondary School Heads  
**Jayzon T. Cardines** – PDO II – (Div. DRRM Coor)  
**Myhrra Faye L. Bontia** – Admin. Officer IV (HRMO)  
**Micah A. Fuentes** – Medical Officer III  
**Stephen R. Pascual** – ITO I  
**April Rose A. Alcala** – PDO I Div. Youth Formation Coor.  
**Jerick S. Vergara** – Engineer III  
**Peter Jason C. Senarillos** – SEPS for Soc. Mob.  
**Inda D. Nacua** – EPS Div. IPEd Focal  
**Elizabeth F. Quinones** – EPS Div. TLE Focal  
**Clarisse Joy C. Arnaez-Llaban** – Div. Legal Officer  
**Airon M. Alejandro** – Planning Officer III  
**Marjun B. Rebosquillo** – SEPS Planning

1. In line with the Annual Preparation of Basic Education Information System (BEIS) School Profile, the Planning and Research Section in coordination with the Selected Division Program Holders will conduct an **Online Orientation on Basic Education Information System (BEIS) for SY 2025 - 2026** on **May 12, 2026** via Microsoft Teams for public schools and Google Meet for private schools on the following schedules.

**8:00 a.m. - 12:00 p.m. – Public Schools**  
**1:00 p.m. – 5:00 p.m. – Private Schools**

2. The meeting link shall be provided before the scheduled date. Participants in this activity for Public School are Elementary and Secondary School Heads and 1 Non-Teaching Personnel per school. While for the Private schools are the Elementary and Secondary School Heads with 1 BEIS Coordinator per school.
3. For dissemination and compliance.

For and in the absence of the SDS:

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: 07 MAY 2026 TIME: 12:20 PM  
BY: [Signature]

**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

[Signature]  
5/16/26

Enclosed: As stated.