



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 09 2026

MEMORANDUM
No. 106, s. 2026

**CONDUCT OF ONLINE ORIENTATION ON THE DATA COLLECTION AND
ENCODING OF SCHOOL-LEVEL DATA IN THE BASIC EDUCATION
INFORMATION SYSTEM (BEIS) FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance & Operations Division
Public and Private Elementary and Secondary School Heads/OICs
School BEIS Coordinators
All Others Concerned

1. In reference to the Memorandum from the Office of the Assistant Secretary for Strategic Management dated February 11, 2026, regarding the Conduct of Online Orientation on the Data Collection and Encoding of School-Level Data in the Basic Education Information System (BEIS) for School Year 2025–2026, this Office informs all concerned personnel about the scheduled of the online division orientation on **Friday, March 13, 2026, 9:00 A.M.**
2. Relative to the preparation for the submission of accurate and reliable education data, the SGOD - Planning and Research Section of the Schools Division Office – Muntinlupa City shall conduct an Online Orientation on the Basic Education Information System (BEIS) Data Collection and Encoding for School Year 2025–2026.
3. The orientation aims to:
 - a. discuss the changes in the BEIS data gathering forms, including cut-off dates;
 - b. provide guidance on the reporting and validation of select data elements
4. Participants may access the orientation activity through the following link: **<https://tinyurl.com/M07-BEIS-ORIENTATION-SY25-26>**.
5. The School Heads and LIS/BEIS Coordinators are directed to participate in the said orientation and ensure that the information and updates from the activity are properly disseminated to all concerned personnel to facilitate accurate and timely submission of BEIS data.
6. Participants are expected to actively engage in the discussion and ensure readiness for the proper collection, validation, and encoding of BEIS data for the current reporting cycle.



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7. For clarifications or inquiries, schools may coordinate with the SGOD – Planning & Research Section through telephone numbers (02) 8423-75-60/61/62, or via email at planning.sdomuntinlupa@deped.gov.ph.
8. Immediate dissemination of, and strict compliance with, this Memorandum is hereby directed.

VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION INFORMATION SYSTEM
ORIENTATION
SCHOOL
VALIDATION

JDN/DM/ Conduct of Online Orientation on the Data Collection and Encoding of School-Level Data in the Basic Education Information System (BEIS) for School Year 2025-2026

106 /March 6, 2026

NUM-2026-106



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Republic of the Philippines
Department of Education
OFFICE OF THE ASSISTANT SECRETARY FOR STRATEGIC MANAGEMENT

SDO - MUNTINLUPA CITY RECORDS UNIT

RECEIVED 2-23-26

BY: EVELYN N. DINGAL

TIME: 4:40 PM

MEMORANDUM
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FOR : MINISTER, BASIC, HIGHER, AND TECHNICAL EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS

FROM : DR. DEXTER A. GALBAN
Assistant Secretary for Strategic Management

SUBJECT : CONDUCT OF ONLINE ORIENTATION ON THE DATA COLLECTION AND ENCODING OF SCHOOL-LEVEL DATA IN THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) FOR SCHOOL YEAR 2025-2026

DATE : February 11, 2026

As part of the Department's commitment to ensuring data accuracy and transparency, the Policy and Planning Service – Education Management Information System Division (PPS-EMISD) will conduct an online orientation for the annual Basic Education Information System (BEIS) Data Collection for School Year 2025-2026, scheduled on February 26-27, 2026.

The orientation aims to inform Regional and Division Planning Officers of the changes implemented to the BEIS Data Gathering Forms for School Year 2025-2026 and to provide guidance on the reporting and validation of select data elements.

In this regard, PPS-EMISD requests all Regional and Division Planning Officers to participate in the said online orientation. Please refer to the orientation details below:

Cluster and Orientation Link	Participants	Schedule
Luzon https://tinyurl.com/BEISOnlineOrientationLuzon	Regions I, II, III, IVA, MIMAROPA, V, CAR, NCR	February 26, 2026 9:00 AM – 3:00 PM
Visayas and Mindanao https://tinyurl.com/BEISOnlineOrientationVisMin	Regions VI, VII, NIR, VIII, IX, X, XI, XII, CARAGA, BARMM	February 27, 2026 9:00 AM – 3:00 PM



For further details or clarifications, please contact the PPS-EMISD office through landline numbers (02) 8635-3986 / 8637-6204, or via email at ps.emisd@deped.gov.ph.

For information and appropriate action.