



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

**MEMORANDUM**

No. 203, s. 2026

**ADDENDUM TO DIVISION MEMORANDUM NO. 195, s. 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  
All Others Concerned

1. Relative to Division Memorandum No. 195, s. 2026 and consistent with DepEd Memorandum No. 028, s. 2026, this Office issues an addendum to further strengthen the implementation of the Basic Education Information System (BEIS) data collection and validation for School Year (SY) 2025–2026.
2. To ensure the accuracy and reliability of all encoded data, the personnel listed in Enclosure 1 are designated as validators.
3. Program Focal Persons in the SDO, together with the Division Planning Officer and Senior Education Program Specialist of Planning and Research Section, shall jointly validate and certify program-related data entries to ensure accuracy and consistency with reported school submissions.
4. All personnel involved in BEIS encoding, validation, and consolidation may be authorized to render overtime services subject to availability of funds and compliance with existing CSC and DBM rules and regulations. Service credits may likewise be granted in accordance with applicable DepEd and CSC issuances.
5. Immediate dissemination of and strict compliance with this Memorandum are enjoined.

  
**VIOLETA M. GONZALES CESO VI**  
Asst. Schools Division Superintendent  
OIC, 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  
LEARNERS

DATA  
REQUIREMENTS

FORMS  
RULES AND REGULATIONS

JDN/DM/Addendum to Division Memorandum No. 195, s. 2026  
203 /May 12, 2026

NUM-2026-203



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 NATIONAL CAPITAL REGION  
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**LIST OF VALIDATORS FOR BEIS DATA (SY 2025-2026)**

#	Categories of Data Elements	Responsible Program Focal Persons in Data Validation
1	School Information	JOSEPH D. NILO Planning Officer III
2	Learners	
	a. Alternative Learning System	MARISSA M. ANDANZA, Ph.D. Education Program Supervisor
	b. Special Needs Education	LILIOSA B. PALCE, Ed.D. Education Program Supervisor
	c. Madrasah/Arabic Language and Islamic Values Education	MARISSA M. ANDANZA, Ph.D. Education Program Supervisor
	d. Indigenous Peoples Education (IPEd)	MARISSA M. ANDANZA, Ph.D. Education Program Supervisor
	e. Sports	EDISON C. ENERLAS Education Program Supervisor
	f. Technical-Vocational-Livelihood	LEONAIIDA L. GUTIERREZ, Ph.D. Education Program Supervisor
3	Classes	JOSEPH D. NILO Planning Officer III
4	SNEd Learning Resources	LILIOSA B. PALCE, Ed.D. Education Program Supervisor
5	School Personnel	ANGELA M. FRANCISCO Administrative Officer IV
6	Learner Organizations	KING SOLIDINI J. TORRES Project Development Officer I MA. ROMMA S. PAGADOR Project Development Officer I
7	Information Communications Technology Data	MAY L. BORJAL Information Technology Officer I
8	Electrical Supply	Engr. JERONE M. TAGAPAN Engineer III
9	School Site and Location	Engr. JERONE M. TAGAPAN Engineer III
10	School Health and Nutrition	MARIA TERESA S. INDAP, RN Nurse II MARIPAZ M. LAVIN, RN Nurse II Ms. CECILIA TERESA C. CLAUDEL Education Program Specialist MAY ANNE L. AYUDTUD, DMD Dentist II MARICEL R. SUBIDA, DMD Dentist II
11	Learner Rights and Protection	MA. REGAELE A. OLARTE Chief Education Supervisor
12	School Sports Coordinator	EDISON C. ENERLAS Education Program Supervisor
13	Disaster Risk Reduction Management (DRRM)	EDUARDO L. KONDO Project Development Officer II
14	IPEd	MARISSA M. ANDANZA, Ph.D. Education Program Supervisor
15	School Maintenance and Other Operating Expenses	KARINA E. MEDINA, CPA Accountant III
16	Action Research	PHOEBE R. ARROYO Senior Education Program Specialist
17	Trainings of Personnel	IVY M. ROMANO Senior Education Program Specialist
18	Financial Assistance	
19	Tuition and Other School Fees	Dr. ZOREN PEPITO L. GUBALANE Senior Education Program Specialist
20	School Facilities	

