



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

March 17, 2025

DIVISION MEMORANDUM
No. 200, s. 2025

**CONDUCT OF ONLINE ORIENTATION FOR THE BASIC EDUCATION
INFORMATION SYSTEM (BEIS) DATA COLLECTION AND ENCODING FOR THE
SCHOOL YEAR 2024-2025**

To: Public Schools District Supervisors
Public and Private School Heads/Administrators
All Others Concerned

1. In preparation for the Basic Education Information System (BEIS) Data Collection for School Year 2024-2025, the SGOD, thru the Planning and Research Section will conduct an online orientation on March 24, 2025 at 1:00 to 5:00 PM.
2. To ensure the accuracy of the collected data and the efficiency of its validation, the online orientation specifically aims to:
 - inform the schools regarding the changes in the BEIS Data Gathering Forms for SY 2024-2025 including the cut-off dates and data collection timelines.
 - provide guidance to the participants on the reporting and validation of select data elements in the BEIS and the use of **PRE-LOADED DATA**.
3. Participants to this activity are the PSDSs, School Heads, AO 2, Registrars and ADAS.
4. Meeting link, **<https://tinyurl.com/Online-BEIS-SY24-25>**.
5. For widest dissemination and strict compliance.


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FCL/CID/CMR/