



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

**Office of the Schools
Division Superintendent**

May 6, 2026

DIVISION MEMORANDUM
No. 296, s. 2026

**SY 2025-2026 BEIS DATA COLLECTION ACTIVITY AND UPLOADING TO THE
LIS/ BEIS SYSTEM FACILITY USING THE NEW TEMPLATE**

To: **Assistant Schools Division Superintendent
Chief SGOD and OIC - CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads/ OICs
All Others Concerned**

1. In line with the Basic Education Information System (BEIS) School Year 2025–2026 Data Collection and Validation, the Planning and Research Unit shall conduct a face-to-face workshop on the finalization of data collection, validation, and uploading to the LIS/BEIS system using the updated template. The activity will be held on May 25–26, 2026 at Solea Coast Resort, Panglao, Bohol.
2. Participants in the said activity are Administrative Officer II personnel assigned either at the district or school-based workstation. Public Schools District Supervisors are hereby requested to designate and send two (2) Administrative Officers per district. All participants are required to bring their laptops, updated soft copies, and hard copies of the BEIS reports duly validated by the district BEIS validators for all schools within their respective districts.
3. A shared registration fee of **Four Hundred Sixty-five Pesos and Sixty Centavos (P 465.60)** shall be deducted to all Elementary and Junior High School MOOE allocation for the month of June 2026 to cover board and lodging, meals for the two-day activity. Likewise, daily travel and incidental expenses incurred by the participants in connection with this activity shall also be charged against the school MOOE, subject to existing accounting and auditing policies, rules, and regulations.
4. To facilitate venue reservation and ensure proper accounting of participants, all attendees are required to accomplish the pre-registration form through the following link: [BEIS SY 2025–2026 Workshop Pre-registration](#)
5. Immediate and wide dissemination of this Memorandum is hereby desired.


FAY C. LUAREZ EdD, PhD TM CESO VI
Schools Division Superintendent

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