



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

**MEMORANDUM**

SGOD-2025-044

To : Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
Principal, Laboratory School of Marinduque State University  
All Others Concerned

From :  **LYNN G. MENDOZA, EdD**  
OIC – Schools Division Superintendent

Subject: **DATA COLLECTION FOR BASIC EDUCATION INFORMATION SYSTEM (BEIS) AND NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2024-2025**

Date : April 4, 2025

1. Pursuant to DepEd Order No. 27, s. 2019 “Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes”, and Joint Memorandum on Guidelines on the Conduct of the National School Building Inventory (NSBI for SY 2024-2025 dated March 28, 2025, all schools are instructed to accomplish the data gathering forms for National School Building Inventory (NSBI) and Basic Education Information System (BEIS):

- a. Government Elementary School Profile (GESP)
- b. Government Junior High School Profile (GJHSP)
- c. Government Senior High School Profile (GSHSP)
- d. Private School Profile (PSP)
- e. State University/Colleges Profile (SUC Profile)



Address: T. Roque St., Malusak, Boac, Marinduque  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Email: marinduque@deped.gov.ph  
Website: <https://depedmarinduque.com>

2. Relative to this, the School Governance and Operations Division – Planning Research Section will conduct an orientation on the following dates and venues:

District/s	Date	Time	Venue	Participants
Private School/SUC	April 7, 2025	1:00pm-5:00pm	SDO Conference Hall	School Heads and LIS System Administrator
Boac North Boac South	April 8, 2025	8:00am-12:00pm	DLHMS Conference Hall	School Heads Public Elementary and Secondary
Buenavista Gasan	April 8, 2025	1:00pm-5:00pm	Bangbang ES	School Heads Public Elementary and Secondary
Santa Cruz East Torrijos	April 10, 2025	8:00am-12:00pm	Santa Cruz East District Hall	School Heads Public Elementary and Secondary
Santa Cruz North Santa Cruz South	April 10, 2025	1:00pm-5:00pm	Santa Cruz North District Hall	School Heads Public Elementary and Secondary
Mogpog	April 11, 2025	8:00am-12:00pm	Mogpog CS Hall	School Heads Public Elementary and Secondary

3. Participants to the said orientation are requested to bring their own food provision.
4. Official template for the BEIS and NSBI can be downloaded in the Learner Information System using the **school head account**.
5. The Division Planning Officer, together with the identified focal persons, shall jointly validate the data reported by the schools to ensure accurate and quality data. SGOD-PRS shall be in-charge of the online validation while the Division Focal Persons shall be responsible for paper or table validation of forms. Further, **School Heads are responsible for validating the accuracy and correctness of the data reported by the school.**
6. Attached as Enclosure are the following:
  - a. BEIS Data Elements Validators
  - b. NSBI Validators
  - c. Timelines
7. Immediate dissemination of the contents of this Memorandum is desired.



Address: T. Roque St., Malusak, Boac, Marinduque  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Email: marinduque@deped.gov.ph  
 Website: <https://depedmarinduque.com>

Enclosure to Memorandum SGOD-2025-044

a. Basic Education Information System Validators

Data Elements	Validators
Government School Profile	Certified True and Correct- School Heads  Validated by the Planning Officer –  Marisol O. Luarca Planning Officer III  Noted by the Schools Division Office –  LYNN G. MENDOZA, PhD OIC, Schools Division Superintendent
Curriculum-related data on learners	EPS-In-Charge of Special Programs a. TLE/SPTVE – Rolito M. Dela Cruz EPS - TLE b. SNED – Romualdo M. Magculang EPS – SPED and Multigrade c. SHS Work Immersion Dr. Nestor T. Rualo EPS – Araling Panlipunan
Teaching and Non-Teaching Personnel Data	Maridel F. Hermosa AO IV-Personnel
Teachers who received Training	Kyle David V. Atienza SEPS - HRDS
Box 1. Learning Action Cell (LAC) Sessions	John M. Chavez Chief Education Supervisor, CID
Box 2. Action Research	Bernadith R. Lacerna SEPS – Planning and Research
School Government Program (Youth Formation, SPG, SSG)	Glaiza T. Palatino Program Development Officer I
Computer, Internet, and other ICT Related Data	David M. Zoleta Jr. Information Technology Officer I
Educational Resources-related data	Mariam B. Rivamonte, EdD Education Program Supervisor
MOOE Allocation, Utilization and Liquidation	John Dhelter P. Pastrana Accountant III
Electricity, School Location, and School Site	Engr. Arnold Moreno
School Health and Nutrition-related Data including waste management and tobacco control	Dr. Rica Mai O. Larga Medical Officer III



Address: T. Roque St., Malusak, Boac, Marinduque  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Email: marinduque@deped.gov.ph  
 Website: <https://depedmarinduque.com>

Data Elements	Validators
Child Protection-related Data	Josefina P. Brual Program Development Officer I Child Protection Focal Person
Sports-related Data	Maita M. Lazares Education Program Supervisor, SGOD Division Sports Coordinator
DRRM and other related activities	Edgar H. Loto Program Development Officer II Division DRRM Coordinator
Private Schools Profile and SUC Profile	Fretzie P. Alcantara SEPS-SMM&E (In-charge of Private School-Operations)

b. National School Building Inventory Validators

Data Elements	Validators
Site Validation	Engr. Arnold Moreno Engineer III
System Verifier	Marisol O. Luarca Planning Officer III

c. Timelines

1. Basic Education Information System

Activities	Schedule
Encoding and Forms Validation	April 1-25, 2025
Submission of Hard Copy with complete signature of validators and Online Validation	April 28-30, 2025

2. National School Building Inventory

Activities	Schedule
Encoding	April 21, 2025 Encoding of updated data will be open all year round to establish live updates
Submission of printed copies to the Division Office	May 14-20, 2025
Cut-off dates for data generation	Last working day of May, July, September, and December
Validation of NSBI data (including the field validation of engineers)	May 2-30, 2025

SGOD-PRS/Masol\_040425



Address: T. Roque St., Malusak, Boac, Marinduque  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Email: marinduque@deped.gov.ph  
Website: <https://depedmarinduque.com>