



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM
OSDS-ICTU-04-04-2024/JBM

TO : Assistant Schools Division Superintendent
SDO Chiefs & SDO Section/Unit Heads & Staff
Education Program Supervisors
Public Schools District Supervisors
School Heads
District/School ICT Coordinators
All others concerned

By Authority of the Schools Division Superintendent:

FROM : *Norlito*
ATTY. NORLITO JR. P. AGUNDAY
Attorney III-Legal Officer
Officer-In-Charge

SUBJECT : DATA VALIDATION OF THE COMPUTER, INTERNET AND
OTHER ICT IN SCHOOLS AS PART OF BASIC EDUCATION
INFORMATION SYSTEM (BEIS) FOR SY 2023-2024

DATE : APRIL 4, 2024

1. This is to emphasize the schedule/timelines for the online encoding and data validation of the **Computer, Internet and other ICT in schools** as part of Basic Education Information System (BEIS) for SY 2023-2024, to wit:

ACTIVITIES	Schedule
Start of BEIS SY 2023-2024 Encoding	March 25, 2024
End of BEIS SY 2023-2024 Encoding	May 31, 2024
Data Validation	May 1-31, 2024

2. In relation to this, may we request the School Heads through the School ICT Coordinators to submit the signed hard copy (Computer, Internet and other ICT) as part of the BEIS at the ICTU Office before encoding/submission of data in the system for SDO validation purposes. The materials and templates for the BEIS can be downloaded in this link: https://bit.ly/beis_sy2023-2024. The validated softcopy/hardcopy of the said report must be uploaded in the Teams Group of ICT Coordinators for future reference.

3. For inquiries/concerns about this memorandum, please contact the ICTU Office via email at ictunit.ctd@deped.gov.ph.

4. For information, guidance and compliance of all concerned.



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