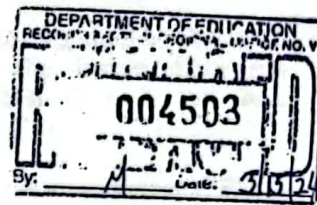




Republic of the Philippines
Department of Education
 REGION V - BICOL



14 Mar 2024

REGIONAL MEMORANDUM
 No. 000330, s. 2024

CONDUCT OF REGIONAL ONLINE ORIENTATION ON THE NATIONAL SCHOOL BUILDING INVENTORY FACILITY AND BASIC EDUCATION INFORMATION SYSTEM (BEIS) FOR SCHOOL YEAR 2023-2024 DATA COLLECTION

To : Assistant Regional Director
 Schools Division Superintendents
 Regional Planning Officer
 Division Planning Officers
 Public and Private Elementary and Secondary School Heads
 All Others Concerned

1. In line with the efforts of the Department of Education in highlighting accuracy of reporting school-related data, it is vital to direct key personnel on system issues and enhancements. Hence, this Office through the Policy, Planning, and Research Division and in collaboration with SDO Albay IT Team will conduct the Regional Orientation on Basic Education Information System (BEIS) and National School Building Inventory (NSBI) for SY 2023-2024, for all sectors on April 11, 2024, via live streaming in the Official FB page of DepEd Region V.
2. This orientation aims to:
 - a. capacitate field personnel on the additional data/information requirements and changes in the NSBI Facility and BEIS Data gathering Forms for School Year 2023-2024 Collection;
 - b. establish awareness and common understanding among division and school personnel on the appropriate reporting of the data/information requirements;
 - c. address recurring issues and concerns on data collection in the LIS, BEIS, and NSBI.
3. The expected participants for each topic are the following:

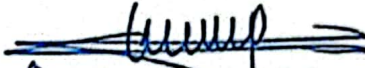
Topic	On-site/F2F Participants	Off-Site/Online Participants via FB Live
1. NSBI for SY 2023-2024	RO Planning Officer, RO Engineer, PPRD Personnel, and ITO Team of SDO Albay	SDO Planning Officers, SDO Engineers, Supply Officers, ITO, Public Schools District Supervisors, and Public Elementary and Secondary School Heads
2. BEIS Data Collection Forms	RO Planning Officers, PPRD Personnel, and ITO	SDO Planning Officers, Public Schools District Supervisors, and Public and Private Elementary and Secondary School Heads



Regional Center Site, Rawls, Legazpi City 4500

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4. To ensure the smooth arrangement of the activity, the following shall be observed:
 - (1) all participants shall register and indicate the issues/challenges encountered in using the LIS, BEIS, and NSBI through this link <https://bit.ly/CY2024RegOrientationLIS-BEIS-NSBI>
 - (2) conduct a dry run of the live streaming with the resource persons, PPRD concerned personnel, and the IT team of SDO Albay on April 10, 2024; 2:00 p.m. at Director's Conference Room.
5. All Public Schools District Supervisors shall ensure the 100% attendance of the School Heads during the orientation.
6. Provision for food, hall, token, and other expenses of the onsite participants coming from RO during the conduct of the Regional Orientation shall be charged to the Regional Office Funds subject to the existing budgeting, accounting, and auditing rules and regulations. While travelling expenses of on-site participants coming from SDO Albay are chargeable against their local funds/MOOE.
7. For clarifications, please contact Ms. Mercy S. Castillo of PPRD at pprd.rov@deped.gov.ph.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.


GILBERT T. SADSAD
 Regional Director

Encls.: As stated.

Ref.: DepEd Order No. 27. s. 2019 dated September 20, 2019

To be indicated in the Perpetual Index
under the following subjects

**DATA GATHERING
FORMS
INFORMATION**

PPRD/msc
03/14/2024




April 2, 2024

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors/In-Charge of Districts
 Elementary and Secondary School Heads
 All Others Concerned

For information and guidance.

By Authority of the SDS:


CECILE C. FERRO, CESO VI
 Assistant Schools Division Superintendent