



Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

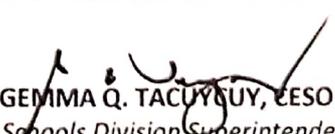
January 26, 2023

DIVISION MEMORANDUM  
No. 011, s. 2023

UPLOADING AND SUBMISSION OF FINAL ACCOMPLISHED BASIC EDUCATION  
INFORMATION (BEIS) DATA COLLECTION FOR SY 2022-2023

TO: Officer-In-Charge, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors -CID/SGOD  
Section/Unit Heads  
Public and Private, SUC Elementary and Secondary School Heads  
All Others Concerned

1. In line with Division Memorandum No. 004, s. 2023 titled "Face-To-Face Validation of Submitted Accomplished BEIS data collection for SY 2022-2023" dated January 6, 2023, please be informed of the new deadline of the uploading in the system and submission of two (2) final accomplished forms together with the corrected copies on or before **February 1, 2023** at the Records unit.
2. It is reminded that the corrections and recommendations given by the SDO validators are integrated in the accomplished forms to be submitted.
3. Moreover, please take note of the following Important Reminders:
  - a) **Only the School Head user account** will be used to download the School Profile template and upload it once it has been accomplished, checked and validated.
  - b) **Only template/s downloaded** from the BEIS website can be uploaded.
  - c) Users can upload their accomplished School Profile as many times as needed; however, only data from the latest uploaded version will be saved in the database.
  - d) Upload using the filename for public: (e.g.) *2022\_elem\_100800VCS* and filename for Private/SUC: (e.g.) *2022\_private\_407652LYCEUM*.
  - e) Be guided by the Summary list, Cut-off dates, Instructions, Notes, Reminders of the different tables/boxes in the School Profile Form.
  - f) You are only required to fill out white cells.
  - g) The system will still allow uploading of the form with incomplete data. Any blank data cells (requiring/needng numeric value) will be converted to zero (0) in the database.
  - h) Fill out data cells manually. **Do not** use shortcuts like copy paste, cut and paste, and most especially, drag and drop.
4. Immediate dissemination and strict compliance to this memorandum is desired.

  
GEMMA Q. TACUYUY, CESO V  
Schools Division Superintendent

Encl.: None  
References: Regional Memorandum No. 1428, s.2022;  
Division Memorandum Nos. 3 &4, s.2022

To be indicated in the Perpetual Index  
Under the following subjects:

BEIS School Profile  
SGOD-PRU/gpc

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