



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **286**, s. 2026

07 MAY 2026

**PREPARATION/UPDATING OF GOVERNMENT/PRIVATE/SUC SCHOOL
PROFILES FOR BEIS DATA (SY 2025-2026)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All School Heads (Public, SUCs and Private)
All Others Concerned

1. In preparation for the encoding and uploading of the Basic Education Information System (BEIS) data for School Year 2025-2026, all public and private schools, including State Universities and Colleges (SUCs) offering basic education, are requested to update the **school profile and other data elements** through the prescribed data gathering forms and ensure the accuracy and completeness of the said data.
2. The data gathering forms/templates for the School Profile and other required data elements may be downloaded through the link below: <https://bit.ly/BEIS2526>.
3. All concerned schools shall accomplish the prescribed forms completely and accurately and ensure that the accomplished outputs are certified correct by the School Head/Administrator.
4. The submission procedure, timeline, and other additional requirements shall be issued through a succeeding advisory/memorandum.
5. Immediate and wide dissemination of and strict compliance with this Memorandum are directed.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference: None
To be included in the Perpetual Index
Under the following subject:

BASIC EDUCATION DATA BEIS PLANNING

SGOD/dro/ 26008 Preparation/Updating of Government/Private/SUC School Profiles for Beis Data (SY 2025-2026)

By the Authority of the SDS:

ARNEL S. BANDIOLA
Assistant Schools Division Superintendent



SDCB RECORDS UNIT

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