



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
 No. **304**, s. 2026

13 MAY 2026

**VALIDATION OF GOVERNMENT/PRIVATE/SUC SCHOOL PROFILES AND SUBMISSION
 TIMELINES 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. This Memorandum is issued as a subsequent issuance to the previously issued Division Memorandum 286, s. 2026 with subject **Preparation/Updating of Government/Private/SUC School Profiles for BEIS Data (SY 2025-2026)**, and shall specifically provide the validation procedure and submission timelines for School Profiles.
2. Attached as **Annex A** is the **School Profile Validation Checklist**, which shall be used as the official tool for the Division validation process.
3. Attached as **Annex B** is the **List of Assigned Validators per Category of Data Elements**, who shall validate the entries relevant to their assigned category and affix their signature on the Validation Checklist upon completion of validation.
4. Attached as **Annex C** is the **Process Flowchart** for the validation and transmission of School Profiles, for reference and guidance.
5. The School Profile shall be transmitted/forwarded and considered officially submitted only upon completion of the validation process, as evidenced by the signed Validation Checklist (Annex A). School Profiles without a signed Validation Checklist shall not be accepted for onward transmission.
6. The submission timeline is as follows:

| Activity | Timeline |
|---|------------------------|
| Preparation and encoding of BEIS School Profile | Until May 22, 2026 |
| Validation of Data Elements | May 25 to June 5, 2026 |
| Submission of Hard Copy and Uploading in the BEIS | June 6 to 12, 2026 |

7. 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)



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
 City of Batac, Ilocos Norte
 Telephone No.: (077) 677-1993

Annex A. School Profile Validation Checklist

**BEIS SCHOOL PROFILE
School Profile Validation Checklist**

| | | |
|-----------------------------|---|--|
| School Name | : | |
| School ID | : | |
| School Head | : | |
| School Profile Focal Person | : | |

| Categories of Data Elements | Responsible Focal Person in Data Validation | | |
|--|---|-----------|--------------------|
| | Name | Signature | Date of Validation |
| a. School Information | DEEJAY R. OPELAC | | |
| b. Learners | Aubrhey Marie R. Oasay | | |
| c. Classes | Deejay R. Opelac | | |
| d. SNEd Learning Resources | Aubrhey Marie R. Oasay | | |
| e. School Personnel | Jadley Mel P. Piso | | |
| f. Learner Organizations | Angelo M. Bangcud | | |
| g. Information and Communications Technology Data | Mark Anthony R. Bensen | | |
| h. Electrical Supply | Jacqueline G. Abiño | | |
| i. School Site and Location | Gerwin V. Dela Rosa | | |
| j. School Health and Nutrition | Maritess D. Diego, MD | | |
| k. Learner Rights and Protection | Angelo M. Bangcud | | |
| l. School Sports Programs | Jocelyn L. Aribuabo | | |
| m. Disaster Risk Reduction Management (DRRM) | Rhaian A. Gamet | | |
| n. School Maintenance and Other Operating Expenses | Jennifer C. Bungubung | | |
| o. Financial Assistance | Dolores A. Ubiña | | |
| p. Tuition and Other School Fees | | | |
| q. School Facilities | | | |

Annex B. List of Assigned Validators per Category of Data Elements

LIST OF ASSIGNED VALIDATORS

| Categories of Data Elements | Responsible Focal Person in Data Validation | | |
|--|---|-------------------------------------|--------|
| | Name | Position | Office |
| a. School Information | DEEJAY R. OPELAC | Planning Officer III | SGOD |
| b. Learners | Aubrhey Marie R. Oasay | Education Program Supervisor | CID |
| c. Classes | Deejay R. Opelac | Planning Officer III | SGOD |
| d. SNEd Learning Resources | Aubrhey Marie R. Oasay | Education Program Supervisor | CID |
| e. School Personnel | Jadley Mel P. Piso | Administrative Officer IV | OSDS |
| f. Learner Organizations | Angelo M. Bangcud | Project Development Officer I | SGOD |
| g. Information and Communications Technology Data | Mark Anthony R. Bensen | ITO I | OSDS |
| h. Electrical Supply | Jacqueline G. Abiño | Division Engineer | SGOD |
| i. School Site and Location | Gerwin V. Dela Rosa | Legal Designate | OSDS |
| j. School Health and Nutrition | Maritess D. Diego, MD | Medical Officer III | SGOD |
| k. Learner Rights and Protection | Angelo M. Bangcud | Project Development Officer I | SGOD |
| l. School Sports Programs | Jocelyn L. Aribuabo | Education Program Supervisor | SGOD |
| m. Disaster Risk Reduction Management (DRRM) | Rhaian A. Gamet | Project Development Officer II | SGOD |
| n. School Maintenance and Other Operating Expenses | Jennifer C. Bungubung | Accountant III | OSDS |
| o. Financial Assistance | Dolores A. Ubiña | Senior Education Program Specialist | SGOD |
| p. Tuition and Other School Fees | | | |
| q. School Facilities | | | |

Annex C. Process Flowchart

SCHOOL PROFILE VALIDATION FLOW

A4 Portrait Annex | BEIS School Profile Data Validation



Note: Validators review only their assigned data elements. Corrections must be completed before proceeding.