



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC


DIVISION MEMORANDUM
No. 309, s. 2026

19 MAY 2026

**ADDITIONAL PROVISION ON OVERTIME SERVICES AND SERVICE CREDITS
FOR BEIS DATA ENCODING, COLLECTION, AND VALIDATION (SY 2025-2026)**

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

1. This Addendum is issued to supplement Division Memorandum No. 304, s. 2026 on the Validation of Government/Private/SUC School Profiles and Submission Timelines for BEIS Data (SY 2025-2026).
2. In line with the implementation of the BEIS data encoding, collection, and validation activities and in accordance to DepEd Memorandum (DM) No. 028, s. 2026 dated May 6, 2026, titled "Guidelines on the Basic Education Information System (BEIS) Data Collection and Validation for School Year 2025-2026.", all personnel involved in BEIS data encoding, collection, and validation **may be authorized to render overtime services, subject to the availability of funds and in accordance with existing Civil Service Commission (CSC) and Department of Budget and Management (DBM) circulars. Eligible personnel may likewise be granted service credits in accordance with existing DepEd and CSC issuances.**
3. All other provisions of the said Division Memorandum shall remain in full force and effect.
4. Immediate and wide dissemination of and strict compliance with this Memorandum are directed.


ANSELMO R. ALUDINO / MBV
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/ 26010 Additional Provision on Overtime Services and Service Credits for BEIS Data Encoding, Collection, and Validation (SY 2025-2026)



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