



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

14 March 2023

**DIVISION MEMORANDUM**

No. 095, s. 2023

**UPLOADING OF SY 2022-2023 SCHOOL PROFILE IN THE  
BASIC EDUCATION INFORMATION SYSTEM (BEIS)**

**TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief – Schools Governance and Operations Division (SGOD)  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. As stated in DepEd Order No. 027 s. 2019 “Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes” all public and private elementary, junior and senior high schools, State Universities and Colleges (SUCs) and Higher Education Institutions (HEIs) offering K-12 are directed to update the school’s profile and other data elements in the BEIS through the accomplished data gathering forms.
2. Relative to this, please be informed that the facility for Uploading of School Profile in the Basic Education Information System for SY 2022-2023 is now available.
3. All school heads and personnel-in-charge in the collection of data requirements for SY 2022-2023 are requested to accomplish the appropriate school profile templates which can be downloaded thru <https://lis.deped.gov.ph> – Basic Education Information System menu.
4. It is expected that accomplished school profile templates are uploaded in the BEIS website on or before March 31, 2023.
5. To ensure accuracy of data, Public Schools District Supervisors and district BEIS coordinators are advised to conduct of district validation activity prior to system uploading.
6. Copies of PowerPoint presentations and other relevant materials that can be used as reference can be accessed thru <https://bit.ly/BEISMaterials>.
7. For inquiries and concerns, contact SGOD – Planning and Research Section at [sdobatangas.planning@deped.gov.ph](mailto:sdobatangas.planning@deped.gov.ph).

DEPEDBATS-ODS-F-009/R1/11-22-2021




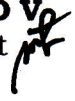
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8. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

  
**MERTHEL M. EVARDOME, CESO V**  
Schools Division Superintendent 

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