



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Negros Oriental

**Office of the Schools Division  
Superintendent**

12 FEB 2023

DIVISION MEMORANDUM

No. 74, s. 2023

**SIMULTANEOUS UPLOADING OF 2022-2023 BASIC EDUCATION INFORMATION  
SYSTEM (BEIS)**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Public School District Supervisor  
School Heads/Public and Private  
All Others Concerned

1. Please be informed that there will be a simultaneous uploading of basic education information system (BEIS) on the following dates:
  - **February 3, 2023**
  - **February 10, 2023**
  - **February 17, 2023**
  - **February 24, 2023**
2. District Focal for Planning and the Public Schools District Supervisors (PSDS) shall spearhead for fast and smooth conduct of the activity. This will be conducted in each of their respective district office for the uploading of data. School planning coordinators shall be in the district on those days and shall bring laptop, extension cords, and pocket WIFI.
3. The activity will start at exactly 9:00 in the morning. This will be simultaneous in order to achieve a 100% compliance of data encoding in the National Office. Thus, this activity shall be monitored by the Division Planning Officer III the days prior to the conduct and the exact dates of the activity.
4. Immediate dissemination of, and compliance with this Memorandum are directed.

By the Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS, Ed. D, J.D**  
OC-Assistant Schools Division Superintendent  
OFFICE IN-CHARGE  
02 FEB 2023

SPP/-JMA-MKP-NLR/RBP/ktc  
February 1, 2023



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