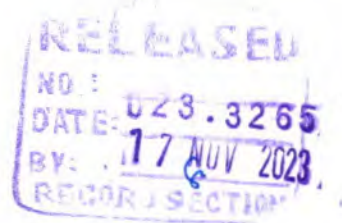

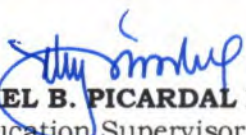





**Republic of the Philippines**  
**Department of Education**  
 Schools Division of Negros Oriental

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**



<b>Name</b>	<b>DR. KARL T. CREDO</b>
<b>Position/ Designation</b>	Planning Officer III
<b>Permanent Station</b>	DepEd Negros Oriental - SGOD
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the seminar on Data Management and Information Requirements for School Year 2023-2024
<b>Host of Activity</b>	Planning Service - Education Management Information System Division
<b>Inclusive Dates</b>	November 20 to 24, 2023
<b>Destination</b>	Hotel Asia, Cebu City
<b>Fund Source</b>	Division/Local MOOE Funds
<p><i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i></p> <p align="center">   <b>KARL T. CREDO</b>          Planning Officer III       </p> <p align="right"> <u>11/16/23</u>          Date       </p>	
<p><i>This is to certify that the trip of the requesting employee satisfies all minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i></p> <p align="center">   <b>RACHEL B. PICARDAL EdD</b>          Chief Education Supervisor, SGOD       </p> <p align="right"> <u>11/16/23</u>          Date       </p>	
<p><b>APPROVED</b></p> <p align="center">   <b>NERI C. OJASTRO CESE</b>          Schools Division Superintendent       </p> <p align="right"> <u>11/16/23</u>          Date       </p>	



Republic of the Philippines  
**Department of Education**  
PLANNING SERVICE

Office of the Director

**MEMORANDUM**

**TO:** ALL REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
REGIONAL STATISTICIANS  
DIVISION PLANNING OFFICERS

**FROM:** NOEL T. BALUYAN  
Assistant Secretary for Administration  
Officer-in-Charge  
Planning Service

**SUBJECT:** CONDUCT OF THE DATA MANAGEMENT AND  
INFORMATION WORKSHOP FOR SCHOOL YEAR 2023-  
2024

**DATE:** 10 November 2023

The **DepEd Order No. 27, s. 2019** titled, *Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*, supports the annual collection of basic education data in the Learner Information System (LIS) and Basic Education Information System (BEIS) and remains the existing guidelines in the data collection. Likewise, it allows the adding and changing of data/information requirements for collection, as long as the required consultation will be conducted.

As a result of the consultation workshop with the bureaus, services, and program owners, additional data/information requirements in the BEIS data gathering forms were already reflected. Hence, the **Planning Service-Education Management Information System Division (PS-EMISD)** will conduct the **Data Management and Information Requirements (DMIR) for School Year 2023-2024** in three clusters, which aims to achieve the following objectives:

1. Capacitate field personnel on the additional data/information requirements and changes in the BEIS Data Gathering Forms for School Year 2023-2024 Collection;
2. Establish awareness and common understanding among Regional, Division, and School personnel on the appropriate reporting of the data/information requirements; and
3. Address recurring issues and concerns on data collection in the LIS and BEIS.



The participants of the DMIR are the Regional Planning Officers, Regional Statisticians, and Division Planning Officers. For your information and ready reference, shown below are the schedules of each cluster:

<b>Cluster</b>	<b>Date</b>	<b>Venue</b>
<b>Cluster I: Visayas</b> (Regions V, VI, VII, VIII, XIII)	November 20-24, 2023	Cebu City
<b>Cluster II: Mindanao</b> (Regions IX, X, XI, XII, BARMM)	November 27, 2023 – December 01, 2023	General Santos City
<b>Cluster III: Luzon</b> (Regions I, II, III, IV-A, MIMAROPA, NCR, and CAR)	December 12-16, 2023	Baguio City

Participants shall also take note of the following information:

1. **Online Registration.** All participants are required to accomplish the online registration form to confirm their attendance in the said activity through this link <https://forms.office.com/r/gkWj1CTsLU>
2. **Electronic Devices.** Participants shall bring their laptops and extension cords as these are necessary in the entire activity and smooth submission of outputs.
3. **Travel Expenses.** Transportation and incidental expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Other information regarding the specific venues per cluster and other administrative arrangements shall be issued in a separate Advisory.

For further clarifications, please contact **Mr. Ariel C. Tandingan** and **Mr. Aivan Kharlo C. Sueno** of PS-EMISD through the email address [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).