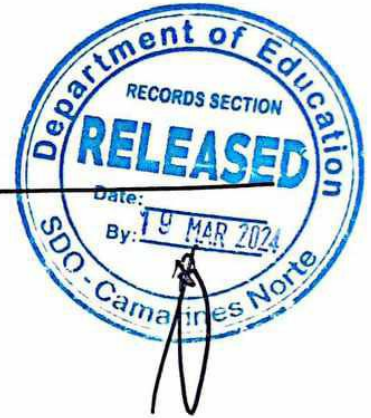




Republic of the Philippines
Department of Education
 Region V - Bicol
SCHOOLS DIVISION OFFICE OF CAMARINES NORTE



MEMORANDUM

TO : Public Schools District Supervisors
 Public Elementary/Secondary School Heads
 Private School Principals/Administrators
 All Others Concerned

FROM : 
 CRESTITO M. MORCHILLA, CESO V
 Schools Division Superintendent

SUBJECT : Training-Workshop for School Heads/Administrative Officer II/BEIS coordinators on Data Management

DATE : March 15, 2024

1. Pursuant to **DepEd Order No. 27, s. 2019 re: Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes**, this Division, thru the Planning and Research Section will conduct a Training-Workshop for School Heads/Administrative Officer II/BEIS Coordinators on the following dates and venue:

DATE	DISTRICTS/SCHOOLS INVOLVED	VENUE
April 1, 2024	Public Secondary Schools	Daet Elem. School
April 2, 2024	Private Schools, HEIs, SUC	Daet Elem. School
April 3, 2024	Capalonga, J. Pang. East, J. Pang. West, Labo East, Daet North	Daet Elem. School
April 4, 2024	Labo West, Paracale, San Vicente – San Lorenzo Ruiz, Sta. Elena	Daet Elem. School
April 5, 2024	Basud, Daet South, Mercedes, Talisay, Vinzons	Daet Elem. School

2. This orientation activity recognizes the important role of accurate and reliable reporting of school related data on the Department’s existing programs, human resources, crucial resources, among others, that will enable policy makers and education managers in crafting policies and making informed decisions given the current situation. This activity primarily seeks the following objectives:

- To orient and capacitate the participants on the correct reporting, hence, have a common understanding of both new and old data elements, definitions, and concepts;



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- To ensure the accuracy and quality of data to be reported in the Basic Education Information System (BEIS)
3. Due to the issuance of **DepEd Order No. 2, s. 2024 re: Immediate Removal of Administrative Tasks of Public School Teachers**, the participants to this activity are the School Heads/Administrative officer II/BEIS Coordinators of HEIs, SUC, Public Elementary/Secondary, and Private Elementary/Secondary Schools. Only **ONE (1) PARTICIPANT FROM THE SCHOOL** is required to attend this activity.
 4. Participants are required to bring the following:
 1. Laptop with latest internet browser (Microsoft Edge, Mozilla Firefox, Google Chrome)
 2. Extension Wire
 3. Plug-it Broadband (i.e. Globe Tattoo, Sun Broadband or Smart Bro)
 5. Travel and other incidental expenses shall be charged against Local Funds/School MOOE subject to the usual accounting and auditing rules and procedures.
 6. For immediate dissemination and appropriate action.

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