



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF PANABO CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**SGOD-2024-0379**

**To :** Assistant Schools Division Superintendent  
 Chiefs of the Schools Governance and Operations Division and  
 Curriculum Implementation Division  
 All Concerned

**Subject :** **ATTENDANCE TO THE CONDUCT OF 3RD PROGRAM IMPLEMENTATION REVIEW ON SCHOOL FORMS, UPDATES ON THE DATA VALIDATION ON BEIS FOR SY 2023-2024 AND ENROLLMENT FOR SY 2024-2025**

**Date :** August 9, 2024

Attached is Regional Memorandum No. PPRD-2024-095 re: Conduct of **3rd Program Implementation Review on School Forms, Updates on the Data Validation on BEIS for SY 2023-2024 and Enrollment for SY 2024-2025** on September 10-13, 2024, within Davao City.

Ker Denzel G. Infiesto, Planning Officer III, is directed to participate in the said activity.

Participants are required to bring laptop and extension cord and confirm attendance through <http://tinyurl.com/3rd-PIRReg> on or before September 4, 2024.

Travel and other incidental expenses are chargeable against the Division MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
 OIC, Schools Division Superintendent

**RELEASED**

**AUG 12 2024**

Encl: As stated  
 SGOD/aba/kdgi

RECORDS SECTION SDO PANABO CITY

BY 



Schools Division Office of Panabo City  
 City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
 Tel. Nos. (084)8231469, (084) 628 4066  
 Email: panabocity.division@depd.gov.ph

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**Empowering Champions in Education**  
 through Journeying, Blending and Fostering commitment in  
 providing quality education, MATATAG for all.







Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**REGIONAL MEMORANDUM**  
PPRD-2024-095

To : Schools Division Superintendents

Subject : ATTENDANCE TO THE CONDUCT OF 3<sup>RD</sup> PROGRAM  
IMPLEMENTATION REVIEW ON SCHOOL FORMS, UPDATES ON  
THE DATA VALIDATION ON BEIS FOR SY 2023-2024 AND  
ENROLLMENT FOR SY 2024-2025

Date : August 05, 2024

In accordance with the Unnumbered Memorandum from the Office of the Undersecretary for Administration, Nolasco A. Mempin, Undersecretary for Administration, and Noel T. Baluyan, Assistant Secretary for Administration, Officer-In-Charge, Planning Service, the Planning Service - Education Management Information System Division (PS - EMISD) through the Policy, Planning and Research Division, informs the upcoming **3rd Program Implementation Review on School Forms, Updates on Data Validation on BEIS for SY 2023-2024, and Enrollment for SY 2024-2025** on **September 10-13, 2024**, within Davao City.

Participants of the activity are required to confirm their attendance through <https://tinyurl.com/3rd-PIRReg> on or before 04 September 2024. Refer to Annex A and B for the indicative program and list of participants.

Travel and other incidental expenses shall be charged against local funds subject to existing accounting and auditing rules and regulations. While accommodation and meal provisions will be provided to the participants.

Immediate dissemination of this Memorandum is highly desired.

Enclosure: As Stated

ROP6/smd

DEPARTMENT OF EDUCATION

RECORDS SECTION

**RELEASED**

By: 12:10 pm

Date: Aug. 06, 2024

34488

**ALLAN G. FARNAZO**  
Director IV





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**Annex A: Indicative Program**

**3<sup>rd</sup> Program Implementation Review of School Forms, Updates on the Data Validation on BEIS for School Year 223-2024 and Enrollment for School Year 2024-2025**  
September 10-13, 2024

Duration	Day and Time	Activity
<b>Day 1 – September 10, 2024, Tuesday [Preliminaries]</b>		
1 hour	9:00 am - 10:00 am	-Check in- Registration
2 hours	10:00 am – 12:00 nn	Initial Enrollment Updates for School Year 2024-2025
1 hour	12:00nn – 1:00 pm	Healthy Lunch
2 hours	1:00 pm – 3:00 pm	Presentation of highlights, issues and recommendations
1 hour	3:00 pm – 4:00 pm	Debriefing
<b>Day 2 – September 11, 2024, Wednesday</b>		
1 hour	9:00 am – 10:00 am	Preliminaries <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• Introduction of Participants</li> <li>• Opening Message</li> <li>• Workshop objective/ Rationale</li> </ul>
2 hours	10:00 am – 12:00 nn	Presentation of Initial Enrollment for SY 2024-2025
1 hour	12:00nn – 1:00 pm	Healthy Lunch
2 hours	1:00 pm – 3:00 pm	Presentation of Data Validation Results for SY 2023-2024
2 hours	3:00 pm – 5:00 pm	Q & A
<b>Day 3 – September 12, 2024, Thursday</b>		
30 mins.	8:30 am – 9:00 am	Management of Learning
3 hours	9:00 am – 12:00 nn	Updates and Review of the School Forms
1 hour	12:00nn – 1:00 pm	Healthy Lunch
4 hours	1:00 pm – 5:00 pm	Workshop 1 – Review if the School forms <ol style="list-style-type: none"> <li>1. SF 1 – Masterlist</li> <li>2. SF 2 – Learners’ Daily Attendance</li> <li>3. SF 3 – Books Issued and Returned</li> <li>4. SF 4 – Summary of Enrollment and movement of Learners</li> <li>5. SF 5 – Report on Promotion</li> </ol>





Republic of the Philippines  
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DAVAO REGION

**Office of the Regional Director**

Duration	Day and Time	Activity
<b>Day 4 – September 13, 2024, Friday</b>		
30 mins	8:30 am – 9:00 am	Management of Learning
2 hours	9:00 am – 11:00 pm	Workshop 2 – Review if the School forms <ol style="list-style-type: none"><li>1. SF 6 – Summary Report on Promotion</li><li>2. SF 8 – Learner’s Basic Health and Nutrition Report</li><li>3. SF 9 – Learners Progress Report Card</li><li>4. SF 10 – Learners Permanent Academic Report</li></ol>
30 mins.	11:00 am – 11:30 am	Next Steps
30 mins.	11:30 am – 12:00 nn	Closing Message
1 hour	12:00nn – 1:00 pm	Healthy Lunch -Check out-





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DAVAO REGION

**Office of the Regional Director**

**Annex B: List of Participants**

**Program Management Team**

Office	Name of personnel
Region XI - PPRD	Marilyn B. Madrazo
	Cherry Ann D. Into
	Shella Lu M. Dela Cerna
	Esther Khrysmaye A. Roble
	Jomar Boy A. Cuyos

**List of Participants**

No.	Office	Name of Personnel
1	ROXI - PPRD	Emmanuel Alpha Sicam
<b>Division Planning Officers - Region XI</b>		
2	Davao City	Fritzie Ivy J. Dalangin
3	Davao De Oro	Shiela Cambungga
4	Davao Del Norte	Suzanne Marie Dacuycuy
5	Davao Del Sur	Rheernald Ranara
6	Davao Occidental	Dick Navaja
7	Davao Oriental	Remus Lumaya
8	Digos City	Airon Alejandro
9	Island Garden City of Samal	Rolando Borja
10	Mati City	Yvonne Razaga
11	Panabo City	Ker Denzel Infiesto
12	Tagum City	Joseph Chagas (OIC)





Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

DEPARTMENT OF EDUCATION BOX

RECORDS SECTION

**RECEIVED**

34415  
7-9-2024 Time: 4:26 PM

QUA-OUT-

**MEMORANDUM**

TO : **Regional Directors**  
**Schools Division Superintendents**  
**Regional Planning Officers**  
**Concerned Division Planning Officers**  
**All Others Concerned**

PLANNING SERVICE DIVISION  
DepEd Region XI  
7-9-2024  
9:00 AM

FROM : **NOLASCO A. MEMPIN**  
Undersecretary for Administration

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

SUBJECT : **Conduct of the 3<sup>rd</sup> Program Implementation Review on  
Schools Forms, Updates on the Data Validation on BEIS for SY  
2023-2024 and Enrollment for SY 2024-2025**

DATE : 21 June 2024

The conduct of the 3<sup>rd</sup> Program Implementation Review is a reaffirmation of our commitment in strengthening the continuous improvement of the data collection processes and in reviewing current school forms in the basic education.

As regards, the Planning Service Education Management Information System Division (PS-EMISD) will spearhead the abovementioned activity on 10-13 September 2024 in Davao City with the following activities:

1. Present the results of the data validation on BEIS for SY 2023-2024;
2. Review and gather insights on the existing School Forms to address recurring issues and concerns; and



Room 508, 5<sup>th</sup> Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600

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**3. Discuss the initial results of the Enrollment for School Year 2024-2025.**

Participants of this activity are the Regional Planning Officers and select Division Planning Officers and they need to confirm their attendance they need to register through this link <https://bit.ly/3rd-PIR> on or before **04 September 2024**.

The travelling and transportation expenses of the participants shall be charged against their respective local funds subject to the usual accounting and auditing rules and regulations. While accommodation and meal provisions will be provided to the participants.

Attached also as Annex A is the indicative program of the aforementioned activity for your reference.

For further questions related to this matter, kindly contact **Mr. Ariel C. Tandingan** of PS-EMISD through telephone number **(02) 8635-3958/8635-3986** or email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).



**Planning Service- Education Management Information System Division**

**3<sup>rd</sup> Program Implementation Review of School Forms, Updates on the Data Validation on BEIS for School Year 2023-2024 and Enrollment for School Year 2024-2025**

**September 10-13, 2024**

**Indicative Program**

<b>Duration</b>	<b>DAY AND TIME</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE PERSON/OFFICE</b>
<b>DAY 1 (September 10, 2024, Tuesday) PRELIMINARIES</b>			
1 hour	9:00 AM- 10:00 AM	Registration	
2 hours	10:00 AM-12:00 PM	Initial Enrollment Updates for School Year 2024-2025	PS -EMISD
2 hours	01:00 PM-3:00 PM	Presentation of highlights, Issues and recommendations	
1 hour	3:00 PM – 4:00 PM	Debriefing	PS-EMISD
<b>DAY 2 (September 11, 2024, Wednesday)</b>			
5 mins.	9:00 AM-9:05 AM	National Anthem	
5 mins.	9:05 AM-9:10 AM	Prayer	
10 mins.	9:10 AM-9:20 AM	Introduction of Participants	
20 mins.	9:20 AM-9:40 AM	Opening Message	
20 mins.	9:40 AM-10:00 AM	Workshop Objectives/Rationale	
2 hours	10:00 AM-12:00 NN	Presentation of Initial Enrollment for SY 2024-2025	
1 hour	12:00 NN-1:00 PM	Healthy Lunch	
2 hours	1:00 PM – 3:00 PM	Presentation of Data Validation Results for SY 2023-2024	
2 hours	3:00 PM-5:00 PM	Q & A	
<b>DAY 3 (September 12, 2024, Thursday)</b>			
30 mins.	8:30 AM-9:00 AM	Management of Learning	
3 hours	9:00 AM-12:00 NN	Updates and Review of the School Forms	
1 hour	12:00 NN-1:00 PM	Healthy Lunch	
4 hours	1:00 PM – 5:00 PM	Workshop 1 re: Review of the School Forms: 1. School Form 1 - Masterlist	



**Planning Service- Education Management Information System Division**

**3<sup>rd</sup> Program Implementation Review of School Forms, Updates on the Data Validation on BEIS for  
School Year 2023-2024 and Enrollment for School Year 2024-2025**

**September 10-13, 2024**

		2. School Form 2 – Learners’ Daily Attendance 3. School Form 3 – Books Issued and Returned 4. School Form 4- Summary of Enrollment and 5. Movement of Learners 6. School Form 5 – Report on Promotion	
<b>DAY 4 (September 13, 2024, Friday) Last day of the activity</b>			
30 mins.	8:30 AM-9:00 AM	Management of Learning	
2 hours	9:00 AM-11:00 PM	Workshop 2 re: Review of the School Forms:  1. School Form 6 - Summary Report on Promotion 2. School Form 8 – Learner’s Basic Health and Nutrition Report 3. School Form 9 – Learners Progress Report Card 4. School Form 10- Learners Permanent Academic Record	
30 mins.	11:00 AM -11:30 AM	Next Steps	
30 mins.	11:30 AM – 12:00 NN	Closing Message	
1 hour	12:00 NN-1:00 PM	Healthy Lunch	



**Planning Service- Education Management Information System Division**

**3<sup>rd</sup> Program Implementation Review of School Forms, Updates on the Data Validation on BEIS for  
School Year 2023-2024 and Enrollment for School Year 2024-2025**

**September 10-13, 2024**

**List of Participants**

	<b>Participants</b>	<b>No. of pax</b>
1	EMISD	8
2	Region XI PPRD	7
	Division Planning Officers -Region XI	11
	PPRD Regional Planning Officers	
3	Region I	1
4	Region II	1
5	Region III	2
6	Region IV-A CALABARZON	2
7	MIMAROPA Region	1
8	Region V	1
9	Region VI	2
10	Region VII	2
11	Region VIII	1
12	Region IX	1
13	Region X	1
14	Region XII	1
15	CARAGA	1
16	Cordillera Administrative Region (CAR)	1
17	National Capital Region (NCR)	1
	Division Planning Officers	
18	Pangasinan I	1
19	Angeles City	1
20	Quezon Province	1
21	Bayawan City	1
22	Dapitan City	1
23	Zamboanga del Norte	1
24	Aklan	1
25	Batangas Province	1
26	Dasmarinas City	1
27	Ilagan City	1
28	Camarines Norte	1
29	Legazpi City	1
30	General Santos City	1
31	Ozamiz City	1
32	Butuan City	1
33	Mt. Province	1
	<b>Total:</b>	<b>60</b>