



Republic of the Philippines
Department Of Education
REGION XI

SCHOOLS DIVISION OF PANABO CITY

25-38334

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0225

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

Subject: **GUIDELINES ON REQUESTING DATA FROM DEPED SYSTEMS FOR EXTERNAL USE**

Date: May 21, 2025

Attached is Regional Memorandum No. 008, S. 2025 re: the Guidelines on Requesting Data from DepEd Systems for External Use, contents of which are self-explanatory.

For questions and clarifications, we will be glad to assist you through our Planning Unit. Attention: Ker Denzel Infiesto, Planning Officer III, at 09078585372 or ker.infiesto@deped.gov.ph.

For your guidance and compliance.

For and in the absence of the Schools Division Superintendent:


BASILIO P. MANA-AY JR., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

Enclosed: As stated.
SGOD/ABA/KDGI

RELEASED

MAY 23 2025

RECORDS SECTION / SDO PANABO CITY
BY 



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Republic of the Philippines
Department of Education
DAVAO REGION

May 15, 2025

REGIONAL MEMORANDUM
No. 008 s. 2025

**GUIDELINES ON REQUESTING DATA FROM DEPED SYSTEMS
FOR EXTERNAL USE**

To: Schools Division Superintendents
Chiefs of the Functional Divisions

1. In the interest of ensuring data accuracy, consistency, and compliance with data governance protocols, this Office issues guidelines regarding the provision of data from official DepEd systems such as the Basic Education Information System (BEIS), Learner Information System (LIS), Program Management and Information System (PMIS) and National School Building Inventory (NSBI).
2. Requests for data intended for submission to oversight agencies, for research, or any other external purpose must be formally addressed to the Head of Office.
3. Such requests shall be channeled through the Policy, Planning, and Research Division of the Regional Office or the SDOs Planning Section. They shall be responsible for:
 - a. Validating the purpose and scope of the request;
 - b. Ensuring the accuracy and integrity of the data to be released; and
 - c. Coordinating with concerned units or divisions as necessary.
4. Functional Divisions, Sections and Units are reminded to refrain from releasing data from DepEd systems directly to external parties without prior clearance from the Head of Office.
5. These guidelines are issued to uphold the Department's commitment to data privacy, integrity, and responsible data sharing.
6. Immediate dissemination of this Memorandum is highly desired.

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION
RELEASED

Digitally signed by
Farnazo Allan Gabriel
Date: 2025.05.19
20:40:00 +08'00'
ALLAN G. FARNAZO
Director IV

ROP2/cadl

By: [Signature] 20, 2025
To: [Signature] 120663



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