Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

13 MAY 2026

DIVISION MEMORANDUM
No. 198 s. 2026

GUIDELINES ON THE BASIC EDUCATION INFORMATION SYSTEM DATA COLLECTION AND VALIDATION FOR SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached herewith is DepEd Memorandum No. 028, s. 2026, titled *"**Guidelines on the Basic Education Information System Data Collection and Validation for School Year 2025–2026,**"* for the information and guidance of all concerned. The contents of the said Memorandum are hereby adopted and shall be complied with accordingly.

2. All schools are directed to submit the electronic copy of the Government School Profile (GSP) through the Enhanced Basic Education Information System (EBEIS) and to ensure the availability of duly accomplished and validated hard copies.

3. The Division deadline for submission and validation is on or before June 10, 2026.

4. The School Head shall be primarily responsible for ensuring the integrity, accuracy, and completeness of all data reported by their respective schools. Accordingly, appropriate administrative sanctions, pursuant to applicable Civil Service Commission (CSC) laws, rules, and regulations, as well as relevant DepEd issuances, may be imposed on any school head found to have misrepresented data or failed to exercise due diligence in the submission process.

5. All personnel involved in BEIS data collection, encoding, and validation may be authorized to render overtime services, subject to the availability of funds and in accordance with existing CSC and Department of Budget and Management (DBM) rules and regulations. Eligible personnel may likewise be granted service credits, subject to existing DepEd and CSC guidelines.

6. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: DM No. 028 s. 2026
To be indicated in the Perpetual Index
under the following subjects:

SCHOOL RECORDS DATA

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