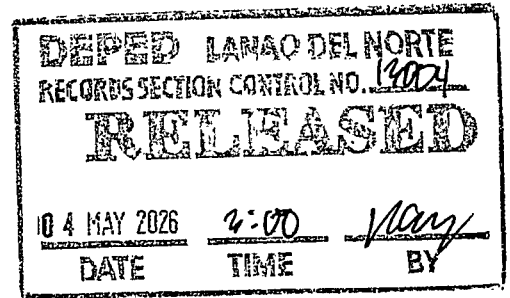




Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF LANA O DEL NORTE



May 4, 2026

DIVISION MEMORANDUM

No. 228, s. 2026

SIGNATORIES AND SCHEDULES FOR BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA COLLECTION AND ENCODING FOR SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent
 Chief – Curriculum Implementation Division
 Chief – Schools Governance and Operations Division
 Public Elementary and Secondary School Heads
 All Others Concerned

1. In preparation for the Basic Education Information System (BEIS) Data collection for School Year 2024- 2025, the personnel below are required to sign the Data Validation Process.

Chairperson	EDWIN R. MARIBOJOC, CESO V
Vice Chairperson	MARIA CARMELA T. ABLIN, SGOD Chief
MEMBERS	
Division Planning Officer III	LADY ANN L. CABA HUG, PO III
Division Education Program Supervisor in TLE	ROTS EN V. ESCORIAL
Division Education Program Supervisor in TVL	ROTS EN V. ESCORIAL
Division Special Needs Education (SNED) COORDINATOR	DENNIS DOZANO
Division HR Personnel	WILSON MARC R. MABAO
Division Youth Formation Coordinator	DR. ARLENE D. MANGINSAY
Division ICT Personnel	FLORDERICK S. VELARDE
Division Physical Facilities/Division Engineer Personnel	ENGR. NORJANAH G. MACASIMPAN
Division School Site Focal Person	ENGR. NORJANAH G. MACASIMPAN
Division Health Coordinator	DR. CELIA C. SOBERE
Division Learners Rights and Protection Focal Person	DR. ARLENE D. MANGINSAY



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Division Sports Coordinator	DR. ARLENE D. MANGINSAY
Division DRRM Coordinator	DIMPLE CABASIS
DIVISION IPED FOCAL PERSON	ANGELITO BARAZONA
Division Accountant	ATTY. TORR AURELIO ARDON

2. School Heads are hereby reminded of their responsibility in ensuring that all submitted data are accurate, consistent, and supported by official records. Proper validation and verification procedures must be strictly observed prior to submission.

3. To ensure a smooth and efficient process, please adhere to the following schedules:

DISTRICT	TIME	DATE
Kapatagan Magsaysay Nunungan	8:00 AM – 5:00 PM	MAY 18, 2026
Sapad SND Munai	8:00 AM – 5:00 PM	MAY 19, 2026
Kolambugan Matungao Lala	8:00 AM – 5:00 PM	MAY 20, 2026
Salvador Tagoloan Maigo	8:00 AM – 5:00 PM	MAY 21, 2026
Baroy Bacolod Tangcal	8:00 AM – 5:00 PM	MAY 22, 2026
Tubod Pantar Linamon	8:00 AM – 5:00 PM	MAY 25, 2026
Kauswagan Pantao Ragat Poona Piagapo Baloï	8:00 AM – 5:00 PM	MAY 26, 2026

4. Travelling and other incidental expenses shall be charged against School MOOE subject to the usual accounting and auditing policies, rules and regulations.

5. This Memorandum serves as Travel Authority.

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

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:
BEIS S.Y 2025-2026



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