



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent

December 28, 2022

Division Memorandum

No. 405, s. 2022

CONDUCT OF SY 2022-2023 BEGINNING OF SCHOOL YEAR DATA GATHERING

To: SCHOOL HEADS
ADMINISTRATIVE OFFICERS (SCHOOLS)
SGOD
CID
ALL CONCERNED

This is to inform all School Heads and Administrative Officers in schools of the conduct of the SY 2022-2023 Beginning of School Year (BOSY) Data Collection as prescribed in the memorandum signed by Usec. Epimaco V. Densing III dated December 5, 2022. As stated, while waiting for the continuing development of the online BEIS data collection, the same data elements in the previous school year's (SY 2021-2022) data gathering forms will be collected and utilized for SY 2022-2023 with minimal modifications on the year, cut-off dates, definitions, and reminders.

The forms are downloadable in the ODAR (Open Data Access and Resources) by visiting the DEPED Tabuk City official website, <https://depeditabukcity.com>.

In the filling up the forms, please be reminded of the following:

1. Integrated schools (elementary and secondary levels) that share the same facilities such as water supply, electrical supply, internet connectivity, and wash facilities shall report the same date in all levels.
2. If the integrated school has only one electric/water/internet billing for both elementary and secondary levels, the average cost of monthly bills/maintenance shall be the same for both levels.
3. The number of computers for integrated schools shall be counted based on the recipient level. For example, computers allocated in



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elementary schools must only be counted in elementary, even if same computers are used by both elementary and secondary learners.

4. In private schools and state/local universities and colleges offering elementary, junior high school, and senior high school, the number of computers shall be counted based on the number of hours the computer is used by a particular level. For example, if computers are used by learners in junior high school more than the learners in elementary, the computers shall be counted in junior high school.

School heads are also reminded that they are responsible in ensuring the accuracy and correctness of the data reported in both physical and online reporting systems. Administrative Officers in schools are to assist in the preparation of the BOSY Forms.

Timelines of the division are as follows:

ACTIVITY	TIMELINE
Data Gathering of schools	December 28, 2022 to January 18, 2023
Data Encoding	January 16, 2023 to February 16, 2023
Data Validation	February 1, 2023 to February 28, 2023

Data validation shall be conducted in accordance to DepEd Order No. 27 s. 2019.

For any clarifications, contact the Planning Office through their email address sdotabukplanning@gmail.com .

For immediate dissemination.


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