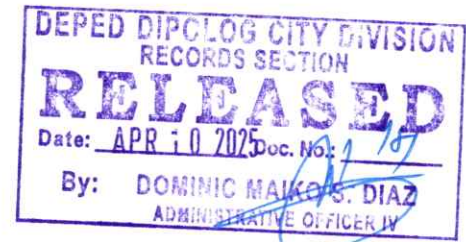




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



March 8, 2025

**DIVISION MEMORANDUM**

No. 181, s. 2025

**SUBMISSION AND VALIDATION OF SCHOOL PROFILE DATA FOR SY 2024-2025**

**To: All Public Elementary and Secondary School Heads  
All Public School District Supervisors  
All members of the DCC  
All other concerned**

1. Pursuant to **DepEd Order No. 27, s. 2019**, otherwise known as the "*Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*," all public and private elementary, junior high, and senior high schools, including state/local universities and colleges (SLUCs) and higher education institutions (HEIs) offering basic education, are directed to:

- A. Update their respective school profiles, and
- B. Report other data elements in the Basic Education Information System (BEIS) by accomplishing the prescribed data gathering forms and uploading them to the system.

2. To facilitate proper validation, **hard copies** of the following school profiles must be submitted **on or before April 14, 2025**:

- Government Elementary School Profile (GESP)
- Government Junior High School Profile (GJHSP)
- Government Senior High School Profile (GSHSP)
- Private School Profile (PSP)

3. In line with this, we reiterate the data validation provisions outlined in the above-mentioned DepEd Order. The Division Planning Officer, together with the designated Division Focal Persons, shall jointly validate the reported data to ensure accuracy and reliability.

For your reference, below is the list of Division Focal Persons/Coordinators:

Position/Designation/Data Element	Name
Schools Division Superintendent	Ma. Liza R. Tabilon, EdD., CESO V
Chief Education Supervisor - SGOD	Nur N. Hussien, DM
Chief Education Supervisor - CID	Amelinda D. Montero, DM
Senior EPS - HRD	Rambelle C. Flores
Senior EPS - Research	Atty. Terence Eyre B. Belangoy



Address: Purok Farmers, Olingan, Dipolog City  
Email: [dipolog.city@depd.gov.ph](mailto:dipolog.city@depd.gov.ph)  
Website: [www.depddipolog.net](http://www.depddipolog.net)  
Facebook: DepEd Tayo – Division of Dipolog City



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Position/Designation/Data Element	Name
Division ALS Coordinator	Jovencia M. Samante, EMD
Division SNED Focal/Coordinator	Ma. Lisa E. Valdehueza
Division Muslim Ed. / ALIVE / Madrasah Focal/Coord	Vilma C. Velasco, EdD.
Division IPED Coordinator	Olalio D. de los Santos, EdD
Education Program Supervisor In-charge of TLE	Dexter A. Elumba
DRRM Coordinator	Alan D. Chiu
Division HR	Love L. Ricafort
Information Technology Officer	Jose Mari M. Apilan
Division Accountant	Ana Riva E. Lanat, CPA
Division Engineer	Engr. Christopher Ace B. Bael
Division School Health Coordinator	Clees Paul Z. Tabiliran, DDM
Division Sports Coordinator	Ronillo S. Yarag, EdD.
Youth Formation Coordinator/Learner Rights and Protection Program Coordinator	Cielbert E. Dondoyano, Jr.
Planning Officer	Marie Antoinette F. Nazareth

4. The Division Planning Officer shall conduct online validation, while the assigned Division Focal Persons shall perform paper/table validation. Should errors be found in the submitted forms, schools must be promptly notified and asked to rectify the discrepancies.
5. School Heads are reminded that they are accountable for the accuracy and completeness of the data reported, both in the physical documents and the online system.
6. Immediate dissemination of and strict compliance with this memorandum is directed.

**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

SGOD/PRS/MAN/DM-SCHOOL PROFILE