



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION

**SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

Office of the Schools Division Superintendent

September 27, 2022

**DIVISION MEMORANDUM**

No. 000357, s. 2022

**LAUNCHING OF SCHOOL BASIC INFORMATION MANAGEMENT SYSTEM  
(SBIMS)**

TO : Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/ Coordinating Principals  
Public Secondary School Cluster Heads  
Public & Private Elementary and Secondary Schools and  
SUC's School Heads/ Administrators  
Other Concerns

1. To ensure on-time, reliable and accurate data collection, this Office through the School Governance and Operations Division (SGOD) - Planning and Research Section (PRS) crafted a School Basic Information Management System (SBIMS).
2. This project aims to have a centralized data system and provide a responsive data collection mechanism to all stakeholders of the Schools Division of Occidental Mindoro. This localized data collection mechanism is an offline database management system that collects all needed data as identified by SGOD – PRS.
3. The SBIMS Template and SBIMS User's Manual can be downloaded from the SBIMS Data Collection Facility at <https://bit.ly/SBIMSDataCollect>
4. For more information, queries, or clarifications, you may contact Mr. Marquin M. Defeo, Planning Officer III, SGOD.
5. Wide dissemination of this memorandum is desired.

**LYNN G. MENDOZA, EdD**  
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SGOD/PRS/MMD



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