



Department of Education  
Region VI-Western Visayas  
**DIVISION OF AKLAN**  
Kalibo, Aklan



November 25, 2019

**DIVISION MEMORANDUM**

No. 425, s. 2019


**DATA GATHERING IN THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) SY 2019-2020**

To: **Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors  
Senior/Education Program Specialists  
Heads of Public and Private Elementary, Secondary and Integrated Schools  
District Planning Coordinators  
District ICT Coordinators  
Others Concerned**

1. This is to reiterate the deployment of facility in the Basic Education Information System (BEIS) data gathering for School Year 2019-2020.
2. Public Schools District Supervisors are directed to facilitate all public and private schools including SUCs/LUCs in the online downloading and uploading of the school profile.
3. School heads shall upload the accomplished form on or before November 28, 2019.
4. Attached herewith are the instructions on downloading and uploading of the school profile.
5. For immediate and wide dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

  
**PATROCENIA Y. MAMBURAM**  
Administrative Officer V  
In-Charge of the Division

Inclosure : None  
Allotment : 1, 5 (RO, 1994)  
To be indicated in the Perpetual Index  
Under the following subjects:

BASIC EDUCATION    DATA    LEARNERS    PROGRAMS    SCHOOLS

***"May katawhayan ag kalipayan sa among mga escuelaan."***

## BEIS Uploading: School Profile Facility

### SCHOOL PROFILE FACILITY

A facility that will allow the following:

#### A. For School

- a. Download the appropriate template based on school's COC
- b. Upload the downloaded template to submit school profile

#### B. For Divisions and Regions

- a. Monitor schools who have already uploaded their school profile.

#### C. New form names based on school's COC

- a. *Public Elementary* - GESPv2019.10.31
- b. *Public Junior High School* - GJHSPv2019.10.31
- c. *Public Senior High School* - GSHSPv2019.10.31
- d. *Private Schools* - PSPv2019.10.31
- e. *SUC/LUC Schools* - SLUCv2019.10.31

### THE GUIDELINES

- A. Only the **School Head** user account will be able to download the **School Profile template** and upload it once it has been accomplished.
- B. Only template/s downloaded from the BEIS website can be uploaded.
- C. Users can upload their accomplished School Profile template as many times as needed; however, only data from the latest uploaded version will be saved in the database.
- D. User can change the file name of the template.
- E. Template/s available for downloading will be based on the school's COCs.
- F. **Fill in the white cells only.**
- G. The system will allow uploading of template with incomplete data. Any blank data cells (with numeric value) will be converted to zero (0) in the database

H. Fill out data cells manually. *Strictly no using of copy and paste, cut and paste, or drag and drop.*

I. Data cells requiring numeric values:

- a. Input whole number for data cells requiring **whole number**.  
Example: Age profile.

**Table 8. SBS LEARNERS WITH DISABILITIES (LWDs) AGE PROFILE DATA, SY 2018-2019 (As of June 30, 2019)**

Age	Grade 11		Grade 12		TOTAL (Combined)	
	Male	Female	Male	Female	Male	Female
Below 15	5				5	0
15	5				5	0
16	5				5	0
17	5				5	0
18	5				5	0
19	5				5	0
20	5				5	0
21	5				5	0
22	5				5	0
23	5				5	0
24	5				5	0
25 & Above	5				5	0
<b>TOTAL</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>0</b>

- b. Input decimal numbers for data cells requiring **decimal numbers**. Example: Amount

**Table 24. MOOE ALLOCATION, UTILIZATION AND LIQUIDATION FROM JANUARY 2018 TO DECEMBER 2018**

MOOE	Amount in PhP
Allocation	50000.10
Utilization	50000.00
Liquidation	50000.00

- Maintenance and Other Operating Expenses (MOOE)** - is the allocated funds for public elementary and secondary schools that can be spent on activities and necessities (i.e. electricity and water) that support learning programs and help maintain a safe and healthy environment in schools.
- MOOE Allocation** - refers to the MOOE provided for the previous fiscal year.
- MOOE Utilization** - refers to the amount of MOOE utilized from the MOOE allocation of the previous fiscal year.
- MOOE Liquidation** - refers to the amount of MOOE liquidated from the MOOE utilized from the MOOE allocation of the previous fiscal year.



**J. Checkboxes options:**

- a. Any checkbox options where "Yes" and "No" options were both selected, this will be considered as "Yes"

1. Are there internet service providers in the area? ☒ Yes ☒ No

- b. For checkbox options with related data fields, if "Yes" is selected, related field/s must be filled in with value greater than 0.

**Box 1. LEARNING ACTION CELL (LAC) SESSION, SY 2019-2020**  
(Please provide appropriate answers)

1. Do you conduct LAC Session's in your school? ☒ Yes ☒ No

If Yes, indicate the number of LAC Session's conducted:

1.a. Conducted last SY 2018-2019

1.b. Planned to be conducted this SY 2019-2020

- c. If both "Yes" and "No" options are not selected, this will be treated automatically as "No"

**Box 2. ACTION RESEARCH, SY 2019-2020**  
(Please provide appropriate answers)

1. Do you conduct Action Research in your school? ☐ Yes ☐ No

If Yes, indicate the number of Action Research conducted:

1.a. Completed last SY 2018-2019

1.b. On-going

1.c. To be conducted

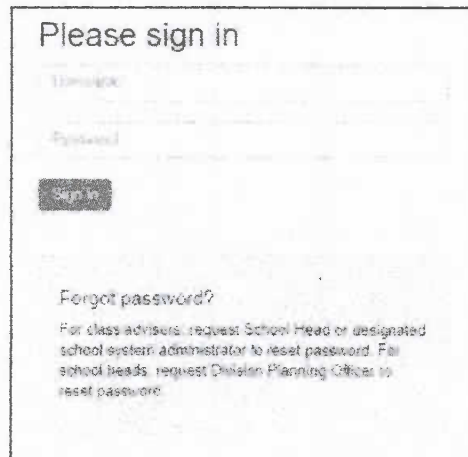
K. Dates can be inputted as text (i.e., Oct. 30, 2019 or 10/30/2019, 10 30 2019)

L. Observe validation on data cells. Example:

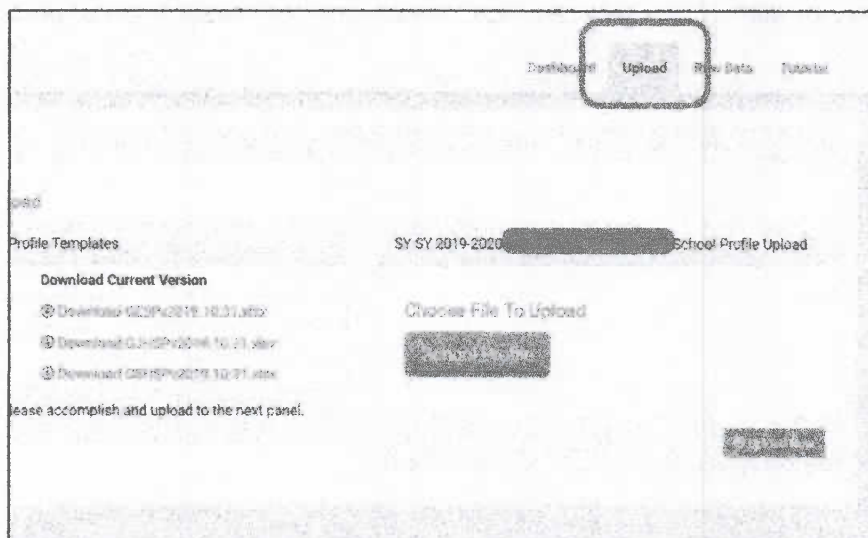
Table	Remarks
SchInfo	School ID inputted in the template will be check based on the School ID associated in the user account.
Table 6 (GESP Form) Table 4 (GJHSP Form)	Number of classes should be less than the total enrolment.
Table 14 (GESP Form) Table 12 (GJHSP Form)	Column 12 must tally in entries in Column 2

## THE PROCESS

1. Go to **BEIS** website <http://beis.deped.gov.ph/> and log in using the **LIS School Head** account.



2. Click the **UPLOAD** tab.



3. Download the School Profile template/s



SY 2019-2020

# **School Profile**

- 1 Government Elementary School Profile
- 2 Government Junior High School Profile
- 3 Government Senior High School Profile

**Download Current Version**

① Download GESPv2019.10.31.xlsx

② Download GJHSPv2019.10.31.xlsx

③ Download GSHSPv2019.10.31.xlsx

Select the appropriate template and download. Please accomplish and upload to the next panel.

#### 4. Accomplish the downloaded template

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
PLANNING SERVICE  
Education Management Information System Division

**GOVERNMENT SENIOR HIGH SCHOOL (SHS) PROFILE**

**INSTRUCTIONS**

This form shall be accomplished by the head of all government secondary schools. In the case of schools with annexes, attendance, or a separate school profile form shall be accomplished for every annex, attendance, etc.

The head of the school shall sign the form certifying to the correctness of the data, and shall be responsible and accountable for any inaccuracy or false data submission reported. He/she shall submit the accomplished form to the respective Schools Division Office (SDO).

**Preparation:** Read the instructions/requirements found on the bottom of each table before filling up the form. No item should be left blank. Instead, "page 1 of 1" or "not applicable only" shall be written. Shaded boxes shall not be filled.

**SCHOOL INFORMATION**  
SY 2019-2020

<p><b>School Name</b></p> <p><input type="text" value="Official Name"/></p> <p><input type="text" value="Preferred Name, if any"/></p> <p><b>Address</b></p> <p>No. <input type="text"/> Street <input type="text"/></p> <p><input type="text" value="Municipality/City"/> <input type="text" value="Province"/> <input type="text" value="Zip Code"/></p> <p>How many? = 1 if the school is:</p> <p><input type="checkbox"/> an Annex/Extension School (Please indicate in Remarks column)</p> <p><input type="checkbox"/> an implementing unit (has book of accounts or has fiscal autonomy)</p> <p>If checked, it should have any of the following facilities: Accounting &amp; Budget Bookkeeping or Monitoring Officer II in Table 10.</p>	<p><b>Person</b></p> <p><input type="text"/></p> <p><b>Director</b></p> <p><input type="text"/></p> <p><b>Liquistina Division</b></p> <p><input type="text"/></p> <p><b>Telephone Number</b></p> <p><input type="text"/></p> <p><b>Mobile Number</b></p> <p><input type="text"/></p> <p><b>Fax Number</b></p> <p><input type="text"/></p> <p><b>Website (if any)</b></p> <p><input type="text"/></p> <p><b>E-Mail Address</b></p> <p><input type="text"/></p> <p><b>Date Established</b></p> <p><input type="text"/></p>
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**Certified True and Correct by:**

School Head

Position:

**Validated by Planning Officer III (PWS-SECOOP)**

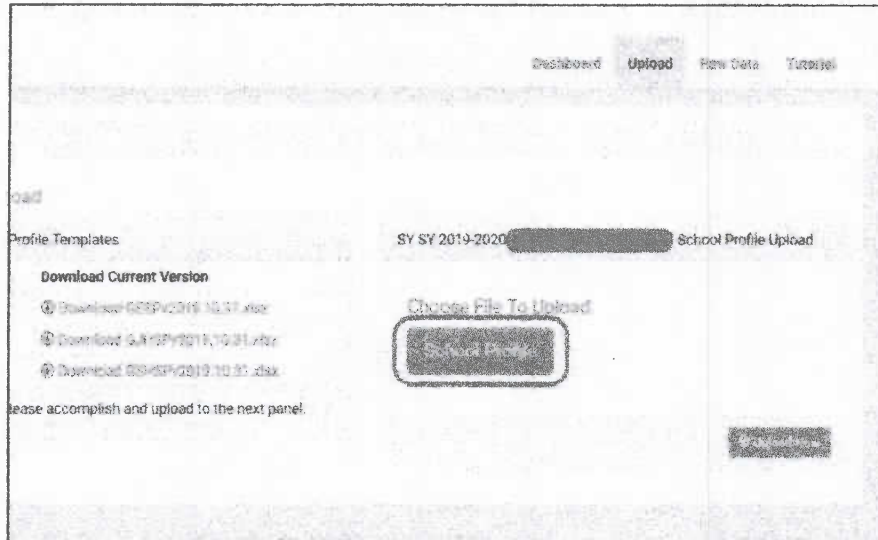
Position:

**Noted by the Schools Division Office:**

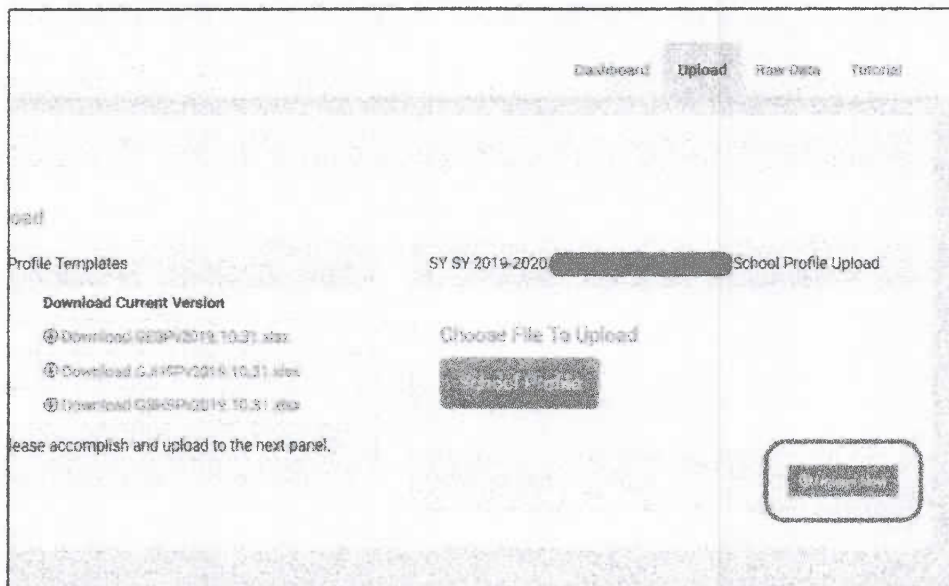
Head of the DDO

Position:

#### 5. Click the School Profile button to search for the file to be uploaded.



6. Click the **UPLOAD NOW** button





If there are errors found in the uploaded template:

- a. A notification message will be displayed: "Error(s) found. Please check the errors from the table below".

The screenshot shows the 'School Profile' upload section of the LIS interface. A notification message states: 'Error(s) found. Please check the errors from the table below.' Below this, a table titled 'TEMPLATE ERRORS (Please fix these errors and reupload your excel file)' lists the following error:

#	Variable	Incorrect Values	Sheet/Cell Address	Error Message
1	SCHOOL	NA/ / 0000	!A:A00 (Sheet1)	Please enter a valid School ID.

- b. A table (TEMPLATE ERRORS) will be displayed to list the errors found in the uploaded template.

The screenshot shows the 'School Profile' upload section of the LIS interface. A notification message states: 'Error(s) found. Please check the errors from the table below.' Below this, a table titled 'TEMPLATE ERRORS (Please fix these errors and reupload your excel file)' lists the following error:

#	Variable	Incorrect Values	Sheet/Cell Address	Error Message
1	SCHOOL	NA/ / 0000	!A:A00 (Sheet1)	Please enter a valid School ID.

If the uploaded template has no errors, a *“School Profile Successfully uploaded”* notification message will be displayed.

**School Profile**

**Download Current Version**

- 1. Download Elementary School Profile
- 2. Download Junior High School Profile
- 3. Download Senior High School Profile

Select the appropriate template and download. Please edit/upload and upload to the next panel.

**School Profile Upload**

Choose File To Upload:

**Upload**

**Cancel**

7. To view/download the uploaded template/s, click the Dashboard tab. Then click the template’s name under School Profile column.

**Dashboard**

**3**  
School Profiles Uploaded

#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	DepEd - Div. Office - [School Name]	2019-2020	2019-10-02 09:12:07	10275	2019-10-02 09:12:07	10275	Validated
2	DepEd - Div. Office - [School Name]	2019-2020	2019-10-02 09:12:07	10275	2019-10-02 09:12:07	10275	Validated
3	DepEd - Div. Office - [School Name]	2019-2020	2019-10-02 09:12:07	10275	2019-10-02 09:12:07	10275	Validated

School can no longer upload the school profile template/s once it has been validated by the Division Planning Officer (DPO).

**Dashboard**

**3**  
School Profiles Uploaded

#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	DepEd - Div. Office - [School Name]	2019-2020	2019-10-02 09:12:07	10275	2019-10-02 09:12:07	10275	Validated
2	DepEd - Div. Office - [School Name]	2019-2020	2019-10-02 09:12:07	10275	2019-10-02 09:12:07	10275	Validated
3	DepEd - Div. Office - [School Name]	2019-2020	2019-10-02 09:12:07	10275	2019-10-02 09:12:07	10275	Validated

For reversion request, kindly contact your respective DPO.