



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

April 01, 2024

DIVISION MEMORANDUM

No. 133, s. 2024

**VALIDATION OF THE DATA IN BASIC EDUCATION INFORMATION SYSTEM
(BEIS) SY 2023-2024**

To: **OIC - Asst. Schools Division Superintendent**
Chief Education Supervisors
Public Schools District Supervisors/Principals/
Head Teacher-In-Charge of the District
Education Program Supervisors
Senior/Education Program Specialists
School Heads of Public and Private Elementary, Secondary
and Integrated Schools
Other Personnel Concerned

1. Consistent to the attached DepED Memorandum dated March 08, 2024 titled, “BASIC EDUCATION INFORMATION SYSTEM (BEIS) SCHOOL YEAR 2023-2024 DATA COLLECTION”, which is self-explanatory, all public and private schools are directed to participate in the data gathering.
2. In this connection, there will be an online orientation on April 11-12, 2024, details are as follows:

TIME	PARTICIPANTS	LINK
8:30 AM – 12:00 Noon April 11, 2024	All PSDSsPID/HTID, Public Elementary School Heads, Concerned Division Coordinators/AO IIs/ADAS	https://tinyurl.com/e6nuy2yd
1:00 – 4:30 PM April 11, 2024	Public Secondary School Heads/Registrar/AO IIs/ADAS	https://tinyurl.com/e6nuy2yd
8:30 AM – 12:00 Noon April 12, 2024	All Private School Heads	https://tinyurl.com/e6nuy2yd

3. School Validation Team shall conduct a pre-validation of the data in Basic Education Information System (BEIS) to minimize common data entry errors and to facilitate the smooth and fast validation process of the Division Team Validators.
4. All Heads of Public and Private Elementary, Secondary and Integrated Schools, SUCs/LUCs, School ICT or School Planning Coordinators/AO IIs/ADAS are enjoined to participate in the said validation on the following schedule:



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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CLUSTER	DATE	VENUE	DISTRICT PARTICIPANTS (2 pax per school)
CLUSTER 1 Districts of Nabas, Malay, Buruanga, Makato	May 6, 2024 8:00 AM – 5:00 PM	ASJ Hall	School Heads/TIC and School ICT Coordinators/School Planning Coordinators/AO IIs/ADAS
CLUSTER 2 Districts of Ibajay I, Ibajay II, Numancia, Lezo and New Washington	May 7, 2024 8:00 AM – 5:00 PM	ASJ Hall	School Heads/TIC and School ICT Coordinators/School Planning Coordinators/AO IIs/ADAS
CLUSTER 3 Districts of Balete, Libacao, Kalibo I, and Kalibo II, Altavas	May 08, 2024 8:00 AM – 5:00 PM	ASJ Hall	School Heads/TIC and School ICT Coordinators/School Planning Coordinators/AO IIs/ADAS
CLUSTER 4 Districts of Banga, Malinao, Tangalan, Batan and Madalag	May 09, 2024 8:00 AM – 5:00 PM	ASJ Hall	School Heads/TIC and School ICT Coordinators/School Planning Coordinators/AO IIs/ADAS
CLUSTER 5 All Private Schools LUC/SUC	May 10, 2024 8:00 AM-5:00 PM	ASJ Hall	School Heads/TIC and School ICT Coordinators/School Planning Coordinators/AO IIs/ADAS

5. Further, participants shall bring the following during the validation :
- Accomplished BEIS Data Collection Template of SY 2023-2024 (soft and hard copy)
 - Latest SF 7
 - Lists of GASTPE and SHS Voucher Recipients for Private Schools
 - Laptop;
 - Broadband;
 - Extension cord; and
 - Packed lunch
6. The following are the Division Team Validators who are responsible for the validation of the identified data elements :



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PUBLIC SCHOOLS (May 6-9, 2024)

Data Elements	Responsible Office/Unit
School Profile all data elements	Milgie C. Villareal – Planning Officer III
Curriculum related data on learners IP, Muslim Ed, LAC, Learners with Disabilities	<ul style="list-style-type: none">- Johann C. Cawaling EPS – ALS & SPED- Ruby Agnes B. Estrada, PhD Division IPED and ALIVE Coordinator- Mahnnie Q. Tolentino EPS LRMDs
DRRM and other data related activities	<ul style="list-style-type: none">- Charlie I. Ureta EPS SGOD DRRM Coordinator
Teaching and Non Teaching Personnel Data	<ul style="list-style-type: none">- Marlyn T. Bereber Administrative Officer IV – HRMO
Computer, Internet and other OCT Equipment	<ul style="list-style-type: none">- Floradel P. Jamero ITO I
<ul style="list-style-type: none">- Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities- School Location, Travel details	<ul style="list-style-type: none">- Meljan I. Torres, CE Engineer III
School Health Nutrition including solid waste management, tobacco control	<ul style="list-style-type: none">- Rhoby M. Fernandez, MD Medical Officer III- Dentist and Nurses assigned
Research	<ul style="list-style-type: none">- Darren N. Naelgas SEPS P & R
School Sports Program	<ul style="list-style-type: none">- Rebecca R. Ibarreta Div. School Sports Coordinator
Teaching and Non Teaching Personnel Trainings	<ul style="list-style-type: none">- Leila L. Pamatian SEPS – HRTD
Child Protection	<ul style="list-style-type: none">- Roland F. Democrito Administrative Officer V Div. Child Protection Coordinator
School MOOE Utilization	<ul style="list-style-type: none">- Marissa A. Jizmundo Accountant III
Number of Teachers and Non Teaching Personnel in School	<ul style="list-style-type: none">- Marlyn T. Bereber Administrative Officer IV/HRMO
Youth Formation Program (SPG and SSG)	<ul style="list-style-type: none">- Michael Angelo Garcia Youth Formation Officer- Designate
LAC in School	<ul style="list-style-type: none">- PSDS as CID Representative (may validate in the district)

PRIVATE SCHOOLS AND LUC/SUC (May 10, 2024)

Data Elements	Responsible Office/Unit
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	Mr. Charlie I. Ureta – EPS – SGOD Private School Coordinator Milgie C. Villareal – Planning Officer III
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7. Expenses incurred relative to this activity shall be charged against SDO funds, while other expenses of the school will be charged to school MOOE subject to the usual government accounting and auditing rules and regulations.

8. Immediate and wide dissemination of this Memorandum is desired.


FELICIANO C. BUENAFE Jr. CESO VI
Schools Division Superintendent

Reference : DO 27, s. 2019

Enclosures : As stated

Allotment : 1 (R.O. s. 1994)

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To be indicated in the Perpetual Index
Under the following subjects:

DATA
POLICY
PROJECTS
STUDENTS

FORMS
OFFICIALS
PUPILS
TEACHERS

INFORMATION TECHNOLOGY
PROGRAM
SCHOOLS

/MCV



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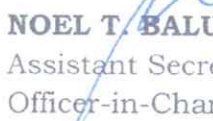
Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT- _____

MEMORANDUM

TO: MINISTER, BASIC, HIGHER AND TECHNICAL
EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM: 
NOLASCO A. MEMPIN
Undersecretary for Administration


NOEL T. BALUYAN
Assistant Secretary for Administration
Officer-in-Charge, Planning Services *mt*

SUBJECT: BASIC EDUCATION INFORMATION SYSTEM (BEIS)
SCHOOL YEAR 2023-2024 DATA COLLECTION

DATE: 08 March 2024

Pursuant to **DepEd Order (DO) No. 27, s. 2019** titled **Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes**, the Department provides the basis for the annual data collection in the Basic Education Information System. It instructs all public and private schools, including State/Local Universities and Colleges offering basic education in the country to update the school profile and other data elements through the accomplished data gathering forms.

With this, the Department remains committed to ensuring the collection and generation of quality education data. This data will aid in allocating crucial resources, budgeting, policymaking, monitoring and evaluation, and improving the delivery of quality basic education in the country. This also recognizes and reiterates the vital role of all personnel across all levels of governance in reporting correct data in the system, as well as in producing accurate statistics that will support the successful implementation of priority programs under the MATATAG Agenda.



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For information and guidance, attached in this Memorandum are copies of the BEIS Data Gathering Forms for School Year 2023-2024. These forms capture the revisions and additional data elements/information requirements proposed by the program owners and implementers, as shown below:

1. Government Elementary School Profile
2. Government Junior High School Profile
3. Government Senior High School Profile
4. Private School Profile
5. State/Local Universities and College Profile

Public integrated schools, private schools, and State/Local Universities shall provide information only applicable to them in the abovementioned BEIS data gathering forms.

A. Guide in reporting select data/information requirements in BEIS SY 2023-2024

All School Heads shall be guided accordingly by the following instructions/reminders in the proper reporting of data:

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 data at 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 elementary schools must only be counted in elementary, even if the same computers are used by both elementary and secondary learners.
4. Shift refers to **time schedules corresponding to different sets of classes with different sets of learners** (e.g., morning and afternoon shifts). Night classes are not considered a shifting schedule.

The implementation of shifting means that there is an existing shortage of the number of classrooms and/or teachers that necessitates conducting classes of different grade levels like in the morning or afternoon.

Illustration A:

Due to limited number of rooms in School A, its school head decided that Grades 7 and 9 will conduct their classes in the morning (06:00 a.m. to 12:00 nn) while classes for Grades 8 and 10 will start in the afternoon (01:00 p.m.

to 07:00 p.m.). In this scenario, the school is implementing shifting, particularly **two shifts**.

Illustration B:

With a very large enrollment and limited number of classrooms, School B implemented the following class schedules: Grades 1-2 (06:00 a.m to 10:00 a.m); Grades 3-4 (10:00 a.m. to 02:00 p.m.); and Grades 5-6 (02:00 p.m. to 06:00 p.m.). Given the circumstances, School B is implementing **three shifts**.

- 5. **For suicide and attempted suicide, only cases with proper documentation can be reported.** Cases related to suicide can only be defined and confirmed through a process of collaboration, investigation, and validation with relevant professionals including authorities, medical officers, and/or guidance counselors or mental health coordinators or social worker involved in the case of the learners. Please refer to Annex A, Section III of OUOPS No. 2023-06-7518 for interim guidelines on validation of data regarding suicide incident reporting.
- 6. The standards for group handwashing facilities entail that such facilities can accommodate at least of ten (10) learners for Elementary and at least four (4) learners for JHS/SHS. Existing handwashing facilities designed for group handwashing that do not meet these standards or fall below them shall be reported under the category of "Facilities for individual handwashing."
- 7. In private schools and state/local universities and colleges offering elementary, junior high school, senior high school, or any of both levels, if the computers, toilets, laboratories, classrooms, and other facilities are commonly used or shared by different grade levels or level of education, the following shall be counted to both levels (i.e., elementary, and junior high school or junior high school and senior high school).

B. Data Validation

The Department would like to reiterate that the program focal person in the division shall jointly validate with the Division Planning Officer their program data. The program focal person shall sign the forms to ascertain that the data reported are correct and validated.

Data Elements	Division Focal Person
Curriculum-related data on learners (IP, Muslim ED, SPED)	EPS-in-Charge of Special Programs (ALS, SPED, Sports, Madrasah, IPED, Multi-Grade)
DRRM and other related activities	DRRM Coordinator

Teaching and Non-Teaching Personnel Data	HR Personnel
Computer, Internet, and other ICT MOOE	Information Technology Officer
Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel details	Finance Personnel
School Health Nutrition including solid waste management, tobacco control	Education Facilities Personnel/Legal Officer
School Sports	Health and Nutrition Personnel
School Government Program	Sports Coordinator
School Government Program (Youth Formation, SPG, SSG)	SPG Coordinator
	Youth Formation Coordinator

At the division level, **online validation shall be done by the Division Planning Officers** while the **Division Focal Persons should be responsible for paper or table validation of the forms**. In case there are errors in the accomplished forms submitted by the schools, they should be informed of the findings and requested to rectify such errors.

Likewise, **100% table validation of submitted templates by the program coordinators shall be done**. Large and very large divisions may adopt applicable strategies to facilitate the validation process.

School Heads are also reminded that they shall be responsible for validating the accuracy and correctness of the data reported by their school.

C. TIMELINES

Activities	Schedule
Start of BEIS SY 2023-2024 Encoding	March 25, 2024
End of BEIS SY 2023-2024 Encoding	May 31, 2024
Data Validation	May 1-31, 2024

For any clarifications, please do not hesitate to contact the Planning Service-Education Management Information System Division through their email address ps.emisd@deped.gov.ph.