



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2024-0161

To : Assistant Schools Division Superintendent
Chiefs of the Schools Governance and Operations Division and
Curriculum Implementation Division
Public and Private School Heads
Private Schools BEIS Coordinators
Division BEIS Validators
All Concerned

Subject : **CONDUCT OF BEIS SCHOOL PROFILE 2023-2024 ORIENTATION**

Date : March 21, 2024

Attached is Memorandum from the Office of the Undersecretary for Administration dated March 8, 2024 re: Basic Education Information System (BEIS) 2023-2024 Data Collection.

In line with this, the schedule of the conduct of the Division Orientation on BEIS 2023-2024 Data Collection is as follows:

DATE & TIME	CONCERNED	PLATFORM
March 25, 2024 9:00am to 11:30am	Public School Heads	Google Meet
March 25, 2024 1:00pm to 4:00pm	Private School Heads and Private School BEIS Coordinators	Google Meet
March 26, 2024 9:00am to 11:30am	Division BEIS Data Validators/Program Owners	Google Meet

The Division BEIS Data Validators/Program Owners required to participate in the orientation are the following, to wit:

NAME	POSITION	DATA CONCERNED
JANWARIO E. YAMOTA	Chief ES	Trainings received by teachers
AILENE B. ANONUEVO PhD	Chief ES	
ESTRELLA N. MAPUTOL	PSDS	IP
PETER A. MIJARES	EPS	MEP
CELESTINO E. REVAMONTE JR.	EPS	Sports; TLE/SPTVE
JAIME C. CARLOM	EPS	SNED
ELDECRIS B. CALZADORA	EPS	TLE/SPTVE



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NAME	POSITION	DATA CONCERNED
MARIA PERPETUA ANGELITA G. SUELTO	EPS	Journalism/Foreign Language
DJHOANE C. AGUILAR	EPS	Learning Resources
MARIA NENITA G. TUAZON	PSDS	LAC
HERNANI A. RESUENO JR.	PDO II	DRRM/Solid Waste Management
NEO CARLO R. MAGNO	AO IV - HRMO	Teaching and Non-teaching personnel
TYRON O. DUJALI	ITO	Computer, internet, ICT
GLENN B. SEPARIS CPA, CESE	Accountant III	MOOE
ENGR. ERIC S. VALENCIA	Engineer III	Physical Facilities
ERICK S. DALUMPINES	SEPS	Research
KENNETH S. DELIGENCIA	SEPS	HRD
RONMAR V. JAYOMA	SEPS	Monitoring & Evaluation
LEA JANE M. ISLEATA	PDO I	YFP/SPG/SSG
GLADY C. NOEL	PDO I	Child Protection
DR. ARLENE L. CHOI	MO III	Health & Nutrition/Clinics/Cancer
MARIA SUSETE B. FLORES	NURSE II	Nutritional Status/SBFP
MOOLIEN JANE A. ESTIMADA	NURSE II	Vision/Tobacco/SBFP
ELTON L. KADILE	NURSE II	Deworming/WinS
DR. ANDROLA MARIE B. CABALLERO	DENTIST	Oral Health
JOHN CARLO L. CENIZA	NURSE II	Mental Health
DESIREE LOREN L. BARABAT	NURSE II	ARH/NDEP
CRIS JOHN M. SUMAYA	NURSE II	Tobacco
MARIA EZCELMAY S. CABAYLO	NURSE II	Food Handling/Canteen
KER DENZEL G. INFUESTO	PO III	Enrollment/Others

For any further question, we will be glad to assist you through the Planning and Research Section. Attention: Ker Denzel Infiesto at mobile number 09078585372.

For your guidance and strict compliance.

JINKY B. FIRMAN PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Encl: As stated
 SGOD/aba/kdgi

For the SDS:
AILENE B. AMONUEVO, Ph.D.
 Chief Education Supervisor
 Schools Governance and Operations Division
 DepEd Panabo:
 Empowering Champions in Education
 through Journeying, Blending and Fostering commitment in providing quality education. MATATAG for all

MAR 2 2024
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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 Service

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.

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**.