



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2024-0183

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

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

Date : April 11, 2024

Attached is Regional Memorandum No. PPRD-2024-036 re: **Basic Education Information System (BEIS) School Year 2023-2024 Data Collection**. The BEIS Data Gathering Forms for SY 2023-2024 are attached in the said memorandum capturing the revisions and additional data elements/information requirements proposed by the program owners and implementers.

Public Integrated Schools and Private Schools shall provide information only applicable to them.

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

For your guidance and compliance.

For and in the absence of the
Schools Division Superintendent:

RELEASED

APR 12 2024

BASILIO P. MANA-AY JR. CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated
SGOD/aba/kdgi

RECORDS SECTION: SDO PANABO CITY
BY



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Needs

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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

PPRD-2024-036

To : Schools Division Superintendents
Chief Education Supervisor, PPRD
All Others Concerned

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

Date : April 4, 2024

Pursuant to the Unnumbered Memorandum signed by Nolasco A. Mempin, Undersecretary for Administration dated March 8, 2024, this office reiterates the provision of DepEd Order No. 27, s. 2029 titled the Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes.

For information and guidance, attached in this Memorandum are copies of the BEIS Data Gathering Forms for SY 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 above-mentioned BEIS data gathering forms.

Other important details are attached.

For further inquiries and clarifications on this matter, contact Cherry Ann D. Into, Education Program Supervisor of Policy Planning and Research Division, at (082) 224-0750.

Immediate dissemination of this Memorandum is highly desired.

By the Authority of the Regional Director **ALLAN G. FERNANDEZ**, Director
Director III

Enclosure: As Stated

ROP2/cadi

REBONFAMIL R. BAGUIO
Director III

05 APR 2024

RECORDS SECTION

RELEASED

By: [Signature]



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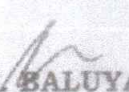
Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

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.

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