Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

13 APRIL 2021

DIVISION MEMORANDUM
No.____ 140 _____ s. 2021

ANNUAL DATA COLLECTION IN THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) FOR SCHOOL YEAR 2020-2021

To: Assistant Schools Division Superintendent
        Chief Education Supervisors
        Public & Private Elementary and Secondary School Heads
        All Others Concerned

1.   For accurate and reliable data reporting that will be utilized for planning, policymaking, allocation of crucial resources, and setting of operational standards, the Department of Education requires all public and private elementary and secondary schools to conduct Annual Data Collection in the Basic Information System (BEIS) for School Year 2020-2021.

2.   School Profiles/Data Gathering Forms for updating of schools can be downloaded in the Basic Education Information System using *School Head User Account*:

   a. Government Elementary School Profile (GESP)
   b. Government Junior High School Profile (GJHSP)
   c. Government Senior High School Profile (GSHSP)
   d. Private School Profile (PSP)

3.   Please be reminded to upload your updated school profiles in the system on or before *May 15, 2021*. For guidance and reference, please see attached file of BEIS updating tutorial.

4.   Should you have further clarifications, you may contact Mrs. Marife R. Lagar, Planning Officer III at marife.lagar@deped.gov.ph.

5.   For immediate attention and compliance of all concerned.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Encl: As stated

BEIS Uploading of School Profile

Please read the following important guidelines:

- Only the **School Head user account** will be able to download the School Profile template and upload it once it has been accomplished.

- Only template/s downloaded from the BEIS website can be uploaded.

- 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.

- User can change the file name of the template.

- Template/s available for downloading will be based the school's COCs.

- You are only required to fill in white cells.

- The system will still allow uploading of the template with incomplete data. Any blank data cells (with numeric value) will be converted to zero (0) in the database.

- Fill out all data cells manually. Do not use copy and paste, cut and paste, and most especially, drag and drop.

- For data cells requiring numeric values:

  - Input whole number for data cells requiring whole numbers.
  - Input decimal numbers for data cells requiring decimal numbers.

- **For checkboxes options:**

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

1. Does the school have a designated school clinic?	☑ Yes	☑ No

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

Box 2. LEARNING ACTION CELL (LAC) SESSION, SY 2018-2019

(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 2017-2018 ... 11

   1.b. Planned to be conducted this SY 2018-2019 ... 12

Box 2. LEARNING ACTION CELL (LAC) SESSION, SY 2018-2019

(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 2017-2018 ... 11

   1.b. Planned to be conducted this SY 2018-2019 ... 12

   Please check Yes in Box 2 if you have entries in 1a and 1b

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

Box 3. ACTION RESEARCH, SY 2018-2019

(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 for the past three school years (SYs 2015 to 2017)

   1.b. On-going

   1.c. To be conducted

- Dates can be inputted as text (i.e., Oct 5, 2018 or 10/05/2018 or 10 05 2018).

- Observe validations on data cells.
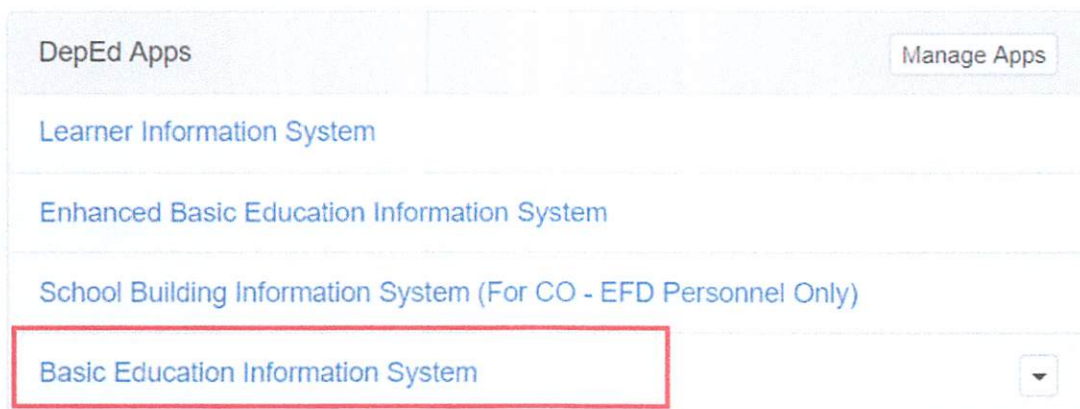
  Sample of validation:

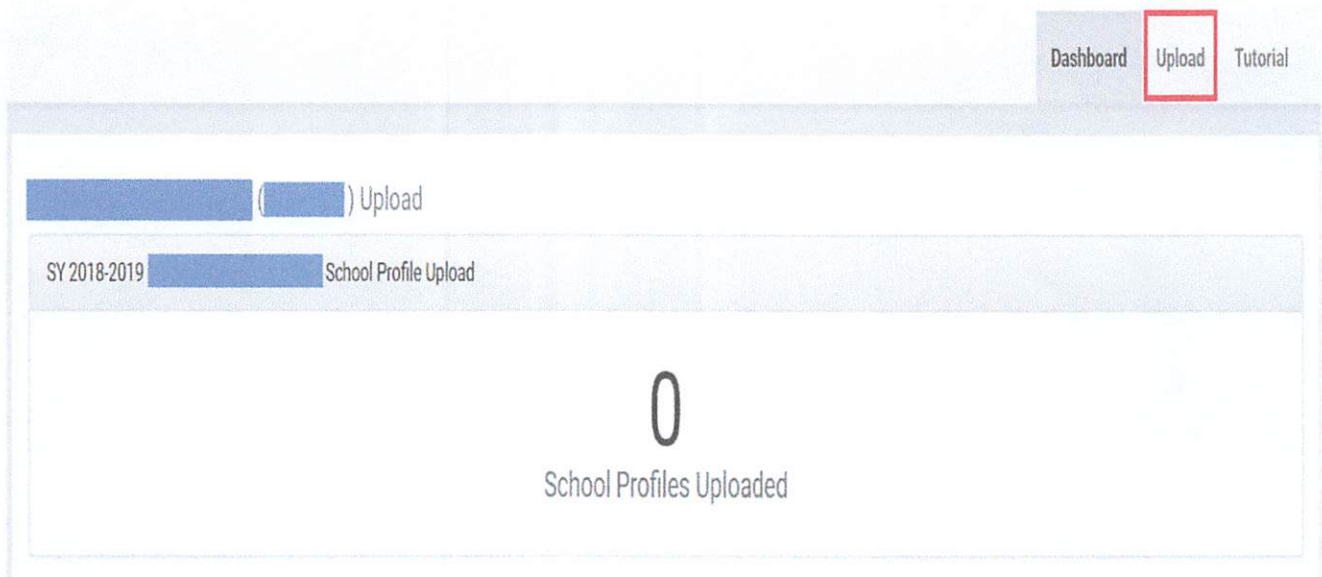| Table	Remarks
SchInfo	School ID inputted in the template will be check based on the School ID associated in the user account.
Table 6 (GESP Form) Table 4 (GJHSP Form)	Number of classes should be less than the total enrolment.
Table 14 (GESP Form) Table 12 (GJHSP Form)	Column 12 must tally in entries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

- The following versions should be downloaded and uploaded in the facility:

School Form	Version
Government Elementary School Profile	GESPv2018.10.24
Government Junior High School Profile	GJHSPv2018.10.24
Government Senior High School Profile	GSHSPv2018.10.24

Here are the steps on how to use this facility:

1. Login to http://beis.deped.gov.ph using School Head Account.

2. Click on the **Basic Education Information System** link under Deped Apps group panel.

DepEd Apps	Manage Apps
Learner Information System	
Enhanced Basic Education Information System	
School Building Information System (For CO - EFD Personnel Only)	
Basic Education Information System	▼

3. Click the Upload tab.

Dashboard   Upload   Tutorial

( ) Upload

SY 2018-2019   School Profile Upload

0

School Profiles Uploaded

4. Download the School Profile template/s by clicking the respective link.

Home / Upload / New Upload

(   ) Upload

SY 2018-2019	School Profile Templates
# School Profile	Download Current Version
1 Government Elementary School Profile	⊕ Download GESPv2018.10.24.xlsx
2 Government Junior High School Profile	⊕ Download GJHSPv2018.10.24.xlsx
3 Government Senior High School Profile	⊕ Download GSHSPv2018.10.24.xlsx

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

SY 2018-2019 — School Profile Upload

Choose File To Upload

School Profile

Upload Now

5. Accomplished the downloaded template/s.

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

Dashboard **Upload** Tutorial

Home / Upload / New Upload

(   ) Upload

SY 2018-2019	School Profile Templates
# School Profile	Download Current Version
1 Government Elementary School Profile	⊕ Download GESPv2018.10.24.xlsx
2 Government Junior High School Profile	⊕ Download GJHSPv2018.10.24.xlsx
3 Government Senior High School Profile	⊕ Download GSHSPv2018.10.24.xlsx

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

SY 2018-2019 — School Profile Upload

Choose File To Upload

School Profile ⬅

Upload Now

7. Click the Upload Now button.

- If there are <u>errors found</u> in the uploaded template:

  o An "Error(s) found. Please check the errors from the table below." notification message will be displayed.

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

- If the uploaded template has no errors, a "School Profile Successfully uploaded" notification message will be displayed.

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

████ (████) Upload							
SY 2018-2019 ████ School Profile Upload							

<div align="center">

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School Profiles Uploaded

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#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	⊕ 2018_elem_████.xlsx	2018-2019	████	████	████		REUPLOAD

Note:

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

████ (████) Upload							
SY 2018-2019 ████ School Profile Upload							

<div align="center">

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School Profiles Uploaded

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#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	⊕ 2018_elem_████.xlsx	2018-2019	████	████	████		VALIDATED

However, you may request for a reversion to your Division Planning Officer.