



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION OF TAYABAS
Luis Palad Comp., Brgy. Ipilan, Tayabas City



DEPED-TAY-DM-SGOD-18- 362

TO : OIC-ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC & PRIVATE ELEMENTARY AND SECONDARY SCHOOLS
OTHER CONCERNED PERSONNEL

FROM : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

SUBJECT : SPECIFIC INSTRUCTIONS ON THE COLLECTION OF DATA/INFORMATION
REQUIREMENTS FOR BEGINNING OF SCHOOLS YEAR (BOSY) 2018-2019
IN THE BASIC EDUCATION INFORMATION SYSTEM

DATE : OCTOBER 29, 2018

1. This office informs the field of the Department of Education Memorandum issued by USEC JESUS L.R. MATEO Re: Specific Instructions on the Collection of Data/Information Requirements for Beginning of School Year (BOSY) 2018-2019 in the Basic Education Information System.
2. Downloading and uploading of the BEIS School Profile templates and appropriate Curricular Offering Classification (COC) of the school can be accessed at the www.beis.deped.gov.ph using the School Head User Account.
3. Please find attached Memorandum for other specific instructions.
4. For queries and technical assistance, please contact Mrs. Marife R. Lagar, Planning Officer III at telephone nos. 09453781801 / 09082159028 or email at marife.lagar@deped.gov.ph.
5. For the information and strict compliance of all concerned.

We, the personnel of the SDO Tayabas City commit to continuously SOAR HIGH.

S-atisfy customers' needs **O**-ptimize the use of ICT enabled system **A**-dvocate in the promotion of healthy schools **R**-ender timely and responsive services
H-elp create a child-friendly environment **I**-ntegrate QMS in all SDO activities **G**-overn gender sensitive workplace **H**-all quality standards

Email: tayabas.city@deped.gov.ph
Website: deped.tayabas.gov.ph

Tel. No.: (042) 797 - 0591
Telefax No.: (042) 797-0054 or (042) 797-0773






Republic of the Philippines
Department of Education

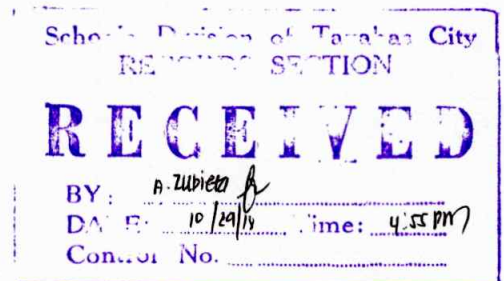
Tanggapan ng PangalawangKalihim
Office of the Undersecretary

TO: Regional Directors
Schools Division Superintendents
Planning and Research Section-SGOD
School Heads
Other concerned personnel

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: Specific Instructions on the Collection of Data/Information
Requirements for Beginning of School Year (BOSY) 2018-2019 in the
Basic Education Information System

DATE: 24 October 2018



This is in reference to the issued DepEd Order 32, series 2018: Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year (BOSY) 2018-2019 in the Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS). Please be advised of the following specific instructions as follows:

1. Downloading and uploading of the BEIS School Profile templates shall ONLY be done using the School Head User Account at the www.beis.deped.gov.ph.
2. Make sure to download the official/valid BEIS School Profile templates appropriate to the Curricular Offering Classification (COC) of the school:
GESp: GESpV2018.10.24.xlsx
GJHSP: GJHSPV2018.10.24.xlsx
GSHSP: GSHSPV2018.10.24.xlsx
PSP: PSPV2018.10.24.xlsx
SLUCs: SLUCV2018.10.24.xlsx
3. Encode data in the white cells of the template. Do not use copy and paste, cut and paste and most especially drag and drop.
4. Make sure that data is complete. Although blank cells are allowed, all tables/boxes that are expected to have entries should be filled up.
5. Users can upload their accomplished BEIS School Profile templates as many times as needed. However, only data from the latest uploaded version will be saved in the database.
6. User can change the file name of the template.

7. A video presentation is available at <http://bit.ly/beisuploadingvideotutorial>

8. Observe the following timelines:

Activity	Responsible Office	Schedule
Encoding of School Profiles	Schools	October 24 to December 15, 2018
Validation	School Division Office	November 1 to December 31, 2018
Reversion	School Division Office	December 16 to December 31, 2018

Thank you for continued support.