



Revised

Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

April 9, 2024

DIVISION MEMORANDUM
No. 211,s. 2024

**BASIC EDUCATION INFORMATION SYSTEM (BEIS)
DATA COLLECTION FOR SY 2023-2024**

To: Assistant Schools Division Superintendents
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private Schools Administrators
Head, LUC (DHVSU)
All Others Concerned

1. Pursuant to the Unnumbered Memorandum issued by the Department of Education signed by Undersecretary for Administration, NOLASCO A. MEMPIN, entitled, **Basic Education Information System (BEIS) Data Collection for SY 2023-2024**, and with reference to DepEd Order No. 27, s. 2019 issuance (**Guidelines on the Yearly Collection of Data / Information Requirements and Validation Processes**), which instructs all public and private schools including state / local universities and colleges (SLUCs) to update the school profile and other data elements in the Basic Education Information System (BEIS).
2. The Department remains committed to ensuring the collection and generation of quality education data. This data will aid in allocating crucial resources, budgeting, policy making, monitoring and evaluation, and improving the delivery of quality basic education in the country. 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.
3. The Office of Planning Service of DepEd Central Office initially releases the following updated BEIS Data Gathering Forms for SY 2023-2024 as attached in this memorandum and with the **Official BEIS template** to be used for uploading after accomplishment is downloadable in the Basic Education (BEIS) facility using the School Head account by March 25, 2024, for the information and guidance of all concerned, for the information and guidance of all concerned:
 - a. Government Elementary School Profile (GESP)
 - b. Government Junior High School Profile (GJHSP)
 - c. Government Senior High School Profile (GSGSP)
 - d. Private School Profile (PSP)



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e. State / Local Universities / Colleges Profile (SLUCP)

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

4. Further, various information needed relative to the **Guide in reporting select data / information requirements in the BEIS SY 2023-2024** are hereby emphasized for the smooth implementation of BEIS Data Gathering for all public and private schools. All school heads shall be guided accordingly by the specific instructions in the attached Memorandum as follows:
- 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.
 - 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.
 - 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 same computers are used by both elementary and secondary levels.
 - Shift refers to time schedules corresponding to different sets of classes with different sets of learners (e.g. morning and afternoon shifts). The implementation of shifting means that there is an existing shortage of the number of classes and / or teachers that necessitates conducting classes of different grade levels like in the morning and afternoon.
 - Sample illustration on shifting schedule and other information needed are hereby mentioned in the attached Memorandum under paragraphed numbers A. 4-7 particularly on *suicide and attempted suicide, standards for group handwashing, and other private schools and state / local universities and colleges facilities data* counting process.
5. Aside from the specific details on data gathering and validation process, a **Private Schools Online Orientation relative to the updates on BEIS Data Requirements for SY 2023-2024** shall be conducted on April 12, 2024 from 9:00AM to 12:00NN only. Participants in this activity shall be the private school registrars / School Personnel in charge of BEIS data.
6. At the division level, the Division Planning Officer shall be responsible in the online validation while the Division Focal Persons on various Data Elements as stipulated in the said memorandum, are hereby directed to attend the Online Orientation as the specific focal persons which shall be responsible for the paper and table validation of the forms. Likewise, 100% validation of submitted templates by the program coordinator shall be done. School Heads are reminded that they shall be responsible for validating the accuracy and correctness of the data reported by their school.



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7. Strict implementation and compliance to the Division timelines set must be followed to complete the overall data gathering, encoding, uploading and validation process ahead of the schedule set by the Central Office. Also, the DepEd Central Office would like to reiterate the existing provisions on the conduct of data validation as stated in DepEd Order No. 27, s. 2019, directing that the Division Planning Officers (DPOs), together with the identified focal persons, shall jointly validate the data reported by the schools to ensure accurate and quality data. For the information and ready reference of all concerned, please refer to the table below:

DATA ELEMENTS	DIVISION FOCAL PERSONS
School Enrolment Data	Planning Officer III
Curriculum-related data on learners (IP, Muslim Ed, SNED)	EPS-in-Charge of Special Programs (ALS, SNED, Sports, Madrasah, IPED, Multigrade)
DRRM and other related activities	DRRM Coordinator
Teaching and Non-Teaching Personnel Data	HR Personnel
Computer, Internet, and other ICT equipment	Information Technology Officer
MOOE	Budget / 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 Program (Youth Formation, SPG, SSG)	Youth Formation Coordinator

8. Timelines for the Basic Education Information System (BEIS) activities are as follows:

ACTIVITY	TIMELINE
Start of BEIS Encoding	April 15, 2024
BEIS Data Gathering, Encoding, Uploading and Validation	April 15, 2024 to May 17, 2024 (School Level)
Division Initial Validation	May 6-10, 2024
Finalization of Online Uploaded and Validated Data	May 20-24, 2024 (Division Level)
End of BEIS Encoding	May 31, 2024



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9. The Division Level Validation schedule shall be provided in a separate memorandum for the guidance and compliance of all. Meanwhile, school level validation shall be conducted in between the period of data collection and accomplishment of BEIS forms ahead of the encoding timeline set by the Central Office.

10. Immediate and wide dissemination of and strict compliance with this Memorandum is directed.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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

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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

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



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Teaching and Non-Teaching Personnel Data	HR Personnel
Computer, Internet, and other ICT	Information Technology Officer
MOOE	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.