



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

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UNNUMBERED MEMORANDUM

TO : Assistant Schools Division Superintendents
 Chief – Curriculum Implementation Division
 Chief – Schools Governance and Operations Division
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM : **MARITES A. IBANEZ, CESO V**
 Schools Division Superintendent

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

DATE : April 12, 2024

- Attached is Office Memorandum coming from the Undersecretary for Administration and OIC, Office of the Director – Planning Service regarding the Basic Education Information System (BEIS) School Year 2023-2024 Data Collection.
- Relative to this, all public and private schools, including State Universities and Colleges in the division offering basic education are instructed to update the school profile and other data elements through the accomplished data gathering forms.
- Please be guided with the following division timelines of BEIS activities.

Date	Activity	Responsible Office / Personnel
April 11-12, 2024	Conduct of Division Orientation on BEIS SY 2023-2024 Data Collection	SDO BEIS Validation Team
April 15-19, 2024	Data Gathering using the prescribed template (downloadable in the BEIS facility)	School Head and Designated School BEIS Coordinator
April 22- May 24, 2024	Conduct of Paper/ Table Validation	SDO BEIS Validation Team
	Uploading of accomplished data gathering forms in the BEIS (after validation of	School Head / designated BEIS System Administrator



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	government school profile templates)	
	Submission of validated School Profile Templates to the SDO (by sub-office) – not later than 2 days after paper/table validation and online submission / uploading to the BEIS	Public Schools District Supervisor, School Heads
April 22 – May 31, 2024	Conduct of System Validation (upon submission of validated school profile templates & online uploading to the BEIS)	SGOD – Planning and Research
June 1, 2024	Closing of BEIS	

4. The prescribed data gathering forms (Government Elementary School Profile, Government Junior High School Profile, Government Senior High School Profile, Private School Profile and Local University/Colleges School Profile) can be accessed and downloaded from the BEIS using School Head account.

5. The following personnel shall serve as data validators and signatories to the government school profile templates

NAME OF VALIDATORS / SIGNATORIES	DESIGNATION
MARITES A. IBANEZ, CESO V	Head of the Office Position Title: Schools Division Superintendent
ARIS U. DIMAANO	Planning Officer III (PRS-SGOD)
ROLANDO S. CASANOVA	Division ALIVE Coordinator Division IPed Focal Person/Coordinator: Position Title: Education Program Supervisor I
MERCY R. VILLANUEVA	Division SNED Coordinator Position Title: Education Program Supervisor I
JOEMAR B. PEREZ	Division HR Personnel Position Title: Administrative Officer V
EVELYN C. DE SAGUN	Senior Education Program Specialist (HRTD)
DAVID M. NUAY	Chief Education Supervisor (CID) / Division Curriculum Implementation Personnel
MARIO B. MARAMOT	Chief Education Supervisor (SGOD)
RODRIGO S. CASTILLO	Senior Education Program Specialist (PRS – SGOD)
ROSEMARIE J. GONZALES (LGP Data Elements)	Division Youth Formation Coordinator



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	Division Child Protection Focal Person/Coordinator: Position Title: Project Development Officer I
MAYBE M. BUENO (CGP Data elements)	Division Youth Formation Coordinator Position Title: Project Development Officer I
FRANCES AGUILAR (School Clubs and YES-O Data elements)	Division Youth Formation Coordinator Position Title: Project Development Officer I
ERNANI A. CATAPAT	Information Technology Officer
EDUARDA U. ALON	Division Accountant Position Title: Accountant III
JOHN ALBERT L. TIQUIS	Phy. Facilities Coordinator/Div. Engineer: Position Title: Engineer III
Khareen M. Cadano, MD	Division School Health Coordinator/Medical Officer/Nurse: Position Title: Medical Officer III
Jimmy J. Morillo	Division Sports Coordinator
James Angelo T. Ano	DRRM Coordinator
Macaria Carina C. Carandang	Education Program Specialist In-Charge of TLE/SPTVE Position Title: Education Program Supervisor I

6. For queries and request for technical assistance, email sdobatangas.planning@deped.gov.ph or submit your concerns to <https://bit.ly/2023-2024DivisionNewTicketingSystem>.

7. Immediate dissemination and compliance of this Memorandum is earnestly desired.



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 *N.T.*

**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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