



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

April 2, 2024

DIVISION MEMORANDUM
NO. 191 S. 2024

BASIC EDUCATION INFORMATION SYSTEM (EBEIS) SCHOOL YEAR 2023-2024
DATA COLLECTION

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Office of the Chief Education Supervisor, SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

- Attached is Regional Memorandum No. 252, s. 2024 titled “Basic Education Information System (BEIS) School Year 2023-2024 Data Collection” which is self-explanatory.
- Relative to this, a Training of Trainers will be conducted on April 11, 2024, 8:30 AM, at the Division Multi-purpose Hall.
- The participants to this activity are the District Planning Officers and Administrative Officers II in-charge of the district namely:

District	District Administrative Officer II	District	District Administrative Officer II
CUARTERO	KNARELLE DESALES	PANAY	MARY GRACE DELA TORRE
DAO	MAY EVAN DELA CRUZ	PANITAN	MAY ANN ORENDEZ
DUMALAG	VICTOR ENEZARIO JR.	PILAR	JASMIN JOYCE LAURON
DUMARAO	ABEGAIL FUENTES	PONTEVEDRA	MARK ORENCIO
IVISAN	RALPH MARTIN QUINTANA	PRESIDENT ROXAS	ROXAN ABAD
JAMINDAN	JANNA LLORENTE DE JUAN	SAPIAN	RIO MARIE LORANIA
MAAYON	MAGDALENE DEGONES	SIGMA	ZYRA ALBAÑA
MAMBUSAO EAST	MIALYN ESTOCADA	TAPAZ EAST	GLICERMA GERVERO
MAMBUSAO WEST	JULIESA RICARDO	TAPAZ WEST	KRISTIE GARGOLES

- The division deadline for the submission of the validated Government Elementary School Profile (GESP), Government Junior High School Profile (GJHSP), Government Senior High School Profile (GSHSP), Private School Profile (PSP), State/Local Universities and College Profile (SUCP) in the EBEIS and division hard copy duly signed by all the program focal person will be on or before April 30, 2024.
- The division deadline for the online submission of the GESP/GJHSP/GHSP in the EBEIS and the hard copy duly signed by the division focal persons is on April 30, 2024.



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SCHOOLS DIVISION OF CAPIZ

6. The Division Validators who will be providing technical assistance and will also be signing and validating the GESP/GJHSP/GSHSP forms are the following:

Chief Education Supervisor	Dr. Segundina F. Dollete
Education Program Supervisor (LRMDS)	Mr. Glenn Dollete
Education Program Supervisor (Division Sports Coordinator)	Mr. Ronnie C. Reteracion
Education Program Supervisor (SPED Coordinator)	Dr. Ruth C. Gervero
Education Program Supervisor	Ms. Sephora M. Roldan
Education Program Supervisor	Dr. Merlie J. Rubio
Education Program Supervisor	Dr. Rolando B. Jamora
Public Schools District Supervisor (IPED)	Dr. Angel F. Payo, Jr.
Administrative Officer IV/HRMO	Ms. Ma. Sharon S. Barrientos
Accountant III	Atty. Benjie B. Doce
Program Development Officer (Child Protection Coordinator)	Ms. Jhean May Grace Lingco
Senior Education Program Supervisor (HRTD)	Ms. Immaculada J. Amores
Program Development Officer (Division Youth Foundation Coordinator)	Ms. Yzarda Ballera
Senior Education Program Supervisor (Research)	Dr. Marggie A. Obigacion
Information Technology Officer	Mr. Emmanuel V. Lati
Medical Officer	Dr. Joy Arnold T. Lejos
Division Engineer	Engr. Marlon B. Clarito
Project Development Officer (DRRM Coordinator)	Ms. Glenda Marie B. Botin
Planning Officer III	Eduardo Villafuerte

7. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated,
Reference: OUA-OUT-
To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS

INFORMATION

DATA

TEACHERS



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Enclosure No. 2 to SDM No. 191 2024

TRAINING MATRIX
BASIC EDUCATION INFORMATION SYSTEM (EBEIS) SCHOOL YEAR 2023-2024 DATA
COLLECTION

TIME	ACTIVITY/SESSION	SPEAKER
9:00 – 9:15 AM	National Anthem	On-Air
9:15 – 9:30 AM	Prayer	On-Air
9:30 – 9:45 AM	Welcome Address	Luz Banson OIC-Office of the Assistant Schools Division Superintendent
9:45 – 10:00 AM	Inspirational Speech	Dr. Miguel Mac D. Aposin, CESO V Schools Division Superintendent
10:00 – 10:15 AM	Presentation of Data Elements in the GESP/GJSHSP/GSHSP Curriculum related data on learners (ALS, SPED)	Ruth Gervero EPS-in-Charge of Special Programs, (ALS, SPED)
10:15 – 10:30 AM	DRRM and other related activities	Glenda Botin – DRRM Coordinator
10:30 – 10:45 AM	Computer, Internet and other ICT	Emmanuel Lati – Information Technology Officer
10:45 – 11:00 AM	School Health Nutrition including solid waste management, tobacco control	Dr. Lejos - Health and Nutrition Medical Officer
11:00 – 11:15 AM	School Sports	Sports Coordinator
11:15-11:30 AM	School Government Program (Youth Formation, SPG, SSG)	SPG & Youth Formation Coordinator
11:30 – 12:00 AM	How to access LIS/EBEIS/ Update of Early Registration/Quick Count/Finalization of class and school in the LIS/update of School profile in the EBEIS	Darwin Dordas Pahayculay
1:00 – 1:30 PM	Creation of LRN/Add personnel/adviser in the LIS/resetting of LIS username and password/creation of classes	Jennifer Catalan
1:30 – 2:00 PM	Presentation of RF Form 1 to 9 and requirements for each form	Eduardo Villafuerte
2:00 – 2:30 PM	Update and maintenance of Learner records in the LIS (e.g. learner with manifestation/confirmation of transfer out	Rachelle Dayang
2:30 – 3:00 PM	D.O. 3 Enrollment Policy (temporary enrolled learners/temporary progress report card/affidavit of undertaking	Eduardo Villafuerte
3:00 – 3:30 PM	Ways forward creation of group chat for AOs and submission of ESf7/update of masterlist of SH	Eduardo Villafuerte



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

ANNEX A

Resource Speakers:

Eduardo Villafuerte	Ruth Gervero	Glenda Botin
Dr. Joy Lejos	Emmanuel Lati	Darwin Dordas Pahayculay
Jennifer Catalan	Rachelle Dayang	Glenda Botin
	Jhean Lingco	Yzarda Ballera
Facilitator		
Marggie Obligacion		



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

MAR 26 2024

REGIONAL MEMORANDUM

No. 252, s. 2024

**BASIC EDUCATION INFORMATION SYSTEM (BEIS) SCHOOL YEAR 2023 – 2024
DATA COLLECTION**

To: Schools Division Superintendents
All Others Concerned

1. Attached is a DepEd Memorandum dated March 8, 2024 from the Office of the Undersecretary and Assistant Secretary for Administration, Department of Education Central Office, on the Basic Education Information System (BEIS) School Year 2023-2024 Data Collection.
2. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated

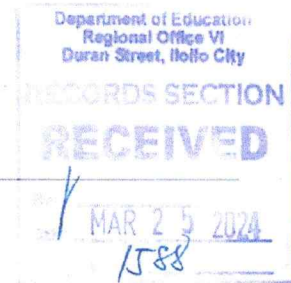
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

DATA
SCHOOLS
LEARNERS
TEACHERS
BASIC EDUCATION



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

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.



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
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FROM:  **NOLASCO A. MEMPIN**
Undersecretary for Administration

 **NOEL T. BALUYAN**
Assistant Secretary for Administration
Officer-in-Charge, Planning Services 

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