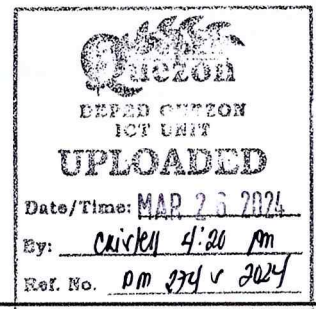




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 March 2024

DIVISION MEMORANDUM

DM No. 274, s. 2024

**CONDUCT OF BASIC EDUCATION INFORMATION SYSTEM (BEIS)
SCHOOL YEAR 2023-2024 DATA COLLECTION**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Private and Public Secondary School Heads
School and Division Nurses and Dentists
EBEIS/LIS/ICT/LR/Research/Youth Formation/Guidance and DRRM Coordinators
Administrative Officer II/ Non-Teaching Personnel in-Charge of Plantilla
Project Development Officer I
Finance Personnel
All Others Concerned

1. In line with the implementation of Basic Education Information System (BEIS) based on DepEd Order No. 27, s. 2019, all public elementary, junior, and senior high schools, state universities, and colleges (SUCs) offering Kindergarten to Grade 12 in this Division are advised to update the school's profile and report other data elements in the BEIS through the accomplished data gathering form.
2. Templates and other BEIS presentations can be downloaded through <https://bit.ly/BEIS2023-2024>. The downloaded template from the link can be used as a draft for data gathering and school validation purposes, while those taken from beis.deped.gov.ph shall be the final copy, subject to the signature and validation of the schools district and division validating team.
3. Since there are only minor changes in the data sets to be collected, schools are expected to proceed with the collection of data. The orientation to be held will focus

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only on clarification of issues and concerns arising during the collection of data from the previous and current school year. Date of orientation will be announced on a separate Memorandum.

4. DO 27, s. 2019 provides an opportunity for large and very large divisions like DepEd Quezon to strategize; hence, the following activities shall be observed:

Division Activities	Person/s Involved	Date
School-based Data Gathering and Validation	School Heads, Program Coordinators, School Validating Team (SVT)	March 25 – April 20, 2024
Simultaneous Encoding/Uploading in the System/Uploading in the System (BEIS) <i>*Schedule/s shall be identified by the PSDS/School Heads</i>	School Heads/ School BEIS Coordinators	April 10 – 20, 2024
Schools District Validation <i>*Schedule/s shall be identified by the PSDS/School Heads</i>	PSDS/District Coordinators, School Heads	April 15 – April 30, 2024
Division Validation (Documents)	Division Validating Team	April 15 – May 25, 2024
Adjustments/ and System Validation	SGOD – Planning and Research/ School Head/ BEIS Coordinators	April 10 – May 31, 2024
Closing of System	ICTS	May 31, 2024

5. Due to the size of this Division, part of the strategy to be employed for SY 2023-2024 is the creation of a District Validating Team (DVT), which shall consist of Public Schools District Supervisors, Dentists/Nurses, Administrative Officer II, Project Development Officer I, and District Coordinators for EBEIS/BEIS, DRRM, ICT, SPED, Sports, Youth Formation, IPED, and Guidance. DVT members are expected to conduct **pre-validation and countersigning of BEIS hard copies** prior to their submission to the SDO.

6. The SDO Division Validating Team (SDVT), which is also the BEIS Forms signatories, shall consist of the following members:

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Validating Team Member	Position	Coordinatorship/Concern
Rommel C. Bautista, CESO V	Schools Division Superintendent	Head of Office
Elizabeth M. De Villa	Chief EPS (SGOD)	Chairperson
Marbin Jeramil D. Fragata	Planning Officer III (PRS SGOD)	Vice Chairperson
Lorena S. Walangsumbat	Chief EPS (CID)	Chief EPS (CID)
Joan Alejaida R. Mauhay	Education Program Supervisor/SPED/ Private School Coordinator	Special Education, Private School
Wennie O. Gaela	HRMO/AO IV	HR Personnel
Regina V. Marino	Senior Education Program Specialist (HRTD)	HRTD
Mark Angelo M. Tiusan	Youth Formation Coordinator/PDO	YFD
Hazel Ann S. Camo	Division Child Protection Coordinator	Child Protection
Jee-Ann O. Borines	Education Program Supervisor/ LRMDS Coordinator	
Wilbert A. Porteza	Division ITO	ICT
Edmundo R. Marin Jr.	Division Accountant	MOOE
Ramir O. Arbolente	Division Engineer	Physical Facilities
Marie Antoinette A. Tesalona	Medical Officer	School Health
Joan Alejaida R. Mauhay	Education Program Supervisor/ Sports Coordinator	Sports
Arvin A. Repaso	DRRM Coordinator/ PDO	DRRM
Asuncion C. Ilao	Education Program Supervisor/IPEd, ALIVE, Madrasah Coordinator	IPEd, ALIVE, Madrasah

**Based on DO 27, s. 2019*

- The filled-up BEIS Form downloaded from the BEIS website shall be printed on A4 size bond paper, with proper ear tag (for public schools only), and shall be validated first by the school and DVT before the conduct of Division Validation. DVT-validated BEIS Forms are to be registered in the Division Tracking System (DTS) on a per-school basis.

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8. Validation of Private School Profile shall be done at the Division Office directly. Private Schools are expected to upload the BEIS forms during the conduct of simultaneous encoding as mentioned above and submit the printed copy through the Records Section of Schools Division or Sub-offices.
9. System Validation shall be facilitated by the Planning and Research Section (PAR). During this period, the summarized raw data from the uploaded GESP, GJHSP, GSHSP, PSP, LSP/SSP shall be downloaded by PAR, and all schools with erroneous and/or outlier data shall be posted through <https://bit.ly/QuezonBEISFindings> for further verification and validation.
10. The SDVT shall ensure on time validation of documents following the BEIS routing/station plan below.

Station	1st District	2nd District	3rd District	4th District
1st	Records Section	Records Section	Records Section	Records Section
2nd	LRMDS	YFS	Accounting	SGOD (Health)
3rd	CID - IMS	SGOD (Main)	HR Section	ICT
4th	SGOD (EFS)	LRMDS	YFS	Accounting
5th	SGOD (Health)	CID - IMS	SGOD (Main)	HR Section
6th	ICT	SGOD (EFS)	LRMDS	YFS
7th	Accounting	SGOD (Health)	CID - IMS	SGOD (Main)
8th	HR Section	ICT	SGOD (EFS)	LRMDS
9th	YFS	Accounting	SGOD (Health)	CID - IMS
10th	SGOD (Main)	HR Section	ICT	SGOD (EFS)
11th	SGOD (Planning)	SGOD (Planning)	SGOD (Planning)	SGOD (Planning)
12th	SDS Office	SDS Office	SDS Office	SDS Office
13th	Records Section	Records Section	Records Section	Records Section

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11. For other related concerns, you may reach the Planning and Research Personnel through the following.

Purpose/s	Contact Number
LIS/BEIS Concerns for 1st and 3rd District Public Elementary Schools	09617236843
LIS/BEIS Concerns for 2nd and 4th District Public Elementary Schools	09192926965
LIS/BEIS Concerns for Public Secondary Schools	09192926980
LIS/BEIS Concerns for Private Schools	09192926983

12. Expenses incurred related to EBEIS/BEIS activities shall be charged against local fund/school MOOE subject to the usual accounting and auditing rules and regulations.

13. As mandated by DepEd Order no. 27, s. 2019, all personnel involved in the LIS and BEIS in all public schools and districts are allowed to render overtime (OT) services with pay during weekdays, weekends, and holidays when necessary to meet the target schedules. At the school level, these OT services can be converted to service credits as provided in DepEd Order No. 58, s. 2008 and DepEd Order No. 10, s. 2009

14. Widest dissemination of and strict compliance to this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Parmjdf03/20/2024

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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.



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OUA-OUT- _____

MEMORANDUM

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EDUCATION, BARMM
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FROM: NOLASCO A. MEMPIN
Undersecretary for Administration

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

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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.