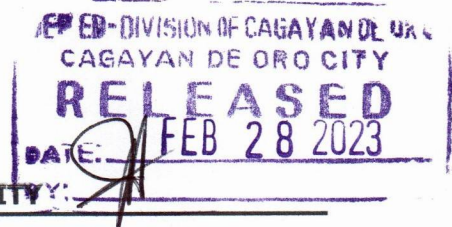




Republic of the Philippines  
**Department of Education**  
REGION X

**SCHOOLS DIVISION OF CAGAYAN DE ORO CITY**



**Office of the Schools Division Superintendent**

**27 February 2023**

**DIVISION MEMORANDUM**

No. 75 s.2023

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Public Schools District Supervisors  
Public and Private Elementary School Heads  
Public and Private Secondary School Heads  
SUC/LUC School Head  
Other Concerned Personnel  
This Division

**BASIC EDUCATION INFORMATION SYSTEM (BEIS)  
DATA COLLECTION FOR SY 2022-2023**

1. Pursuant to DepEd Order No. 27, s. 2019 Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes, this Office directs all public schools, private schools and state universities and colleges to accomplish the Basic Education Information System (BEIS) data gathering forms and upload in the system on or before March 10, 2023.
2. The data gathering forms for SY 2022-2023 are the following:
  - a. Government Elementary School Profile (GESP);
  - b. Government Junior High School Profile (GJHSP);
  - c. Government Senior High School Profile (GSHSP);
  - d. State and Local Universities and Colleges School Profile (SUC/LUCSP); and
  - e. Private School Profile (PSP)
3. School Heads/School in-Charge are reminded of the following:
  - a. 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 in all levels;
  - b. If the integrated school has only one electric/water/internet billing for both elementary and secondary levels, the average cost of the monthly bills/maintenance shall be the same for both levels;
  - c. 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 are used by both elementary and secondary learners;
  - d. In private schools and state/local universities and colleges offering elementary, junior high school, and senior high school, the number of computers shall be counted based on the number of hours the computed is used by a particular level. For example, if computers are



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used by learners in junior high school more than the learners in elementary, the computers shall be counted in junior high school.

4. The schools are advised to observe the timelines of BEIS activities:

| <b>Activity</b>                 | <b>Timeline</b>                     |
|---------------------------------|-------------------------------------|
| 1. Data Encoding and Submission | February 27, 2023 to March 10, 2023 |
| 2. Date Validation              | March 20-31, 2023                   |
| 3. Closing of the System        | April 30, 2023                      |
| 4. Generation of Reports        | May 02, 2023 onwards                |

5. School heads are also reminded that they are responsible in ensuring the accuracy and correctness of the data reported in both physical and online reporting systems. Thus, the division personnel will conduct data validation on the following schedule:

| <b>School District</b> | <b>Date</b>    | <b>Venue</b>  |
|------------------------|----------------|---------------|
| Southwest II           | March 20, 2023 | Mambuaya ES   |
| Southwest I            | March 21, 2023 | Lumbia CS     |
| West II                | March 22, 2023 | Bulua CS      |
| West I                 | March 23, 2023 | West City CS  |
| North II               | March 24, 2023 | Kauswagan CS  |
| East II                | March 27, 2023 | Bugo CS       |
| East I                 | March 28, 2023 | East City CS  |
| North I                | March 29, 2023 | North City CS |
| South                  | March 30, 2023 | South City CS |
| Central                | March 31, 2023 | City CS       |

6. Attached are the detailed steps on how to access and submit the school profile templates.

7. For information and immediate compliance.

**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

Encl.: As Stated

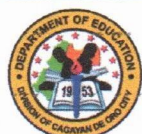
Reference: DO 27, s 2019

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

FORMS  
SCHOOLS

LEARNERS  
TEACHERS

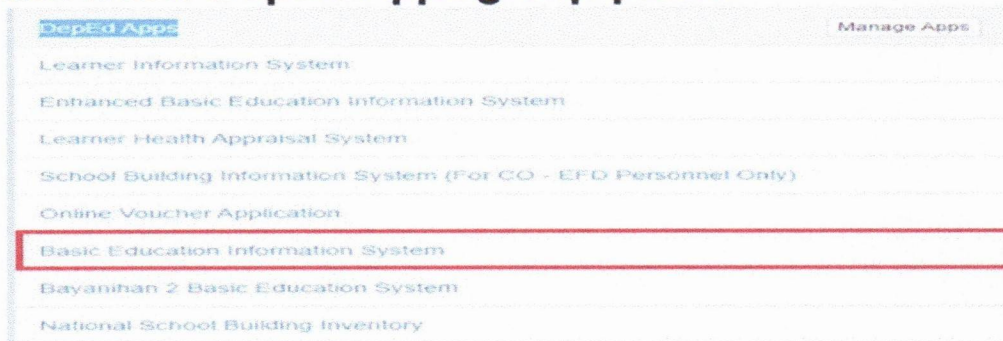
RRB/DM – basic education information system data collection for sy 2022-2023  
February 27, 2023



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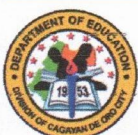
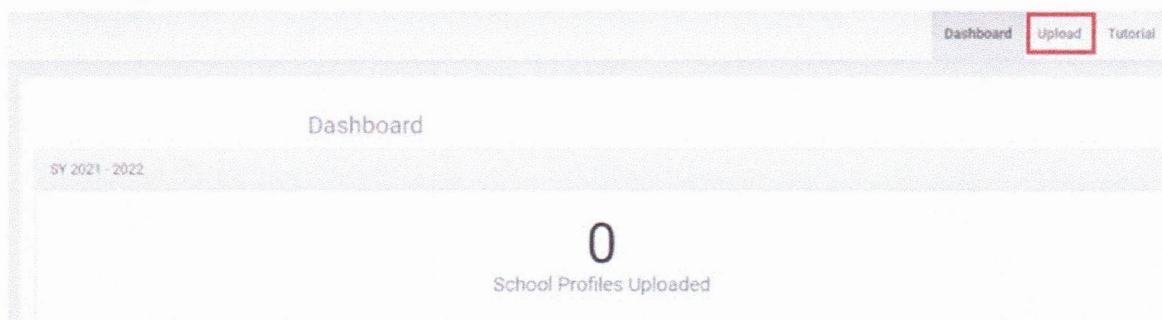
## Steps:

1. Login to <http://beis.dep.ed.gov.ph> using School Head Account.
2. Click on the **Basic Education Information System** link under DepEd Apps group panel.



## Steps:

3. Click the Upload tab.



## Steps:

### 4. Download the School Profile template/s.

The screenshot shows the 'Upload' section of the system. At the top, there are tabs for 'Dashboard', 'Upload', and 'Tutorial'. Below this, a breadcrumb trail reads 'Home > Upload > New Upload'. The main content area is titled 'Upload' and contains two panels. The left panel, 'SY 2021-2022 School Profile Templates', lists three templates under the heading 'Download Current Version': '1 Government Elementary School Profile' (Download GESPy2022.01.19.xlsx), '2 Government Junior High School Profile' (Download GJHSPy2022.01.19.xlsx), and '3 Government Senior High School Profile' (Download GSHSPy2022.01.19.xlsx). A note at the bottom of this panel says 'Select the appropriate template and download. Please accomplish and upload to the next panel.' The right panel, 'SY SY 2021-2022 School Profile Upload', has a heading 'Choose File To Upload' and a green button labeled 'School Profile'. At the bottom right of this panel is a blue button labeled 'Upload Now'.

## Steps:

### 5. Click the School Profile button to search for the file to be uploaded.

This screenshot is identical to the one above, showing the 'Upload' section. However, in the right panel 'SY SY 2021-2022 School Profile Upload', the green 'School Profile' button is highlighted with a red rectangular box, indicating the step to click this button to search for the file to be uploaded.



## Steps:

### 6. Click the Upload Now button.

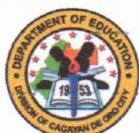
The screenshot shows the 'Upload' tab of the School Profile Upload interface. On the left, under 'SY 2021-2022 School Profile Templates', there is a table with three rows: 'Government Elementary School Profile', 'Government Junior High School Profile', and 'Government Senior High School Profile'. Each row has a 'Download Current Version' link. Below the table is a note: 'Select the appropriate template and download. Please accomplish and upload to the next panel.' On the right, under 'SY SY 2021-2022 School Profile Upload', there is a 'Choose File To Upload' section with a 'School Profile' button. At the bottom right, the 'Upload Now' button is highlighted with a red box.

If there are errors found in the uploaded file:

1. An error notification message will be displayed.

The screenshot shows the 'Upload' tab of the School Profile Upload interface. On the left, under 'SY 2021-2022 School Profile Templates', there is a table with three rows: 'Government Elementary School Profile', 'Government Junior High School Profile', and 'Government Senior High School Profile'. Each row has a 'Download Current Version' link. Below the table is a note: 'Select the appropriate template and download. Please accomplish and upload to the next panel.' On the right, under 'SY SY 2021-2022 A.P. Guevara IS School Profile Upload', there is a 'Choose File To Upload' section with a 'School Profile' button. At the bottom right, the 'Upload Now' button is highlighted with a red box. Below the 'Upload Now' button, there is a red box with the message: 'Error(s) found. Please check the errors from the table below:'. Below this message is a table titled 'TEMPLATE ERRORS (Please fix these errors and reupload your excel file)'.

| Incorrect Value   | Sheet/Cell Address | Error Message                              |
|-------------------|--------------------|--------------------------------------------|
| INVALID SCHOOL ID | User's School ID   | is NOT EQUAL with the template's School ID |



If there are errors found in the uploaded file:

2. A table (**TEMPLATE ERRORS**) will be displayed to list the errors found in the uploaded template.

The screenshot shows the 'Upload' tab of the 'School Profile Upload' interface. On the left, under 'School Profile Templates', there are three download links for SY 2021-2022: Government Elementary School Profile, Government Junior High School Profile, and Government Senior High School Profile. On the right, a red error message box states: 'Error(s) found. Please check the errors from the table below.' Below this, a green button labeled 'School Profile' is visible. At the bottom, a red-bordered table titled 'TEMPLATE ERRORS (Please fix these errors and reupload your excel file)' contains one row of error information.

| # | Incorrect Value   | Sheet/Cell Address | Error Message                              |
|---|-------------------|--------------------|--------------------------------------------|
| 1 | INVALID SCHOOL ID | User's School ID   | is NOT EQUAL with the template's School ID |

If the uploaded file has no errors, a “School Profile Successfully uploaded” notification message will be displayed.

The screenshot shows the 'Upload' tab of the 'School Profile Upload' interface. On the left, the same 'School Profile Templates' section is visible. On the right, a green success message box states: 'School Profile Successfully uploaded.' Below this, a green button labeled 'School Profile' is visible. At the bottom right, a blue button labeled 'Upload Now' is present.

