



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

19 MARCH 2024

DIVISION MEMORANDUM

No. 207 s.2024

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

TO: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD and CID)
Public Schools District Supervisors
Education Program Supervisors/Specialists
Senior Education Program Specialists
Public and Private Elementary School Heads
Public and Private Secondary School Heads
SUC/LUC School Heads
Other Concerned Personnel
This Division

1. In reference to the DepEd Memorandum from the Office of the Undersecretary for Administration and Office of the Planning Service, Basic Education System (BEIS) Data Collection for SY 2023-2024 in reiteration to DepEd Order No. 27, s. 2019 Guidelines on the **Yearly Collection of Data/Information Requirements and Validation Processes**, this office directs all public and private schools, state universities, and colleges to accomplish the Basic Education Information System (BEIS) data gathering forms and upload in the system on or before May 31, 2024.
2. The data gathering forms for 2023-2024 are the following:
 - a. Government Elementary School Profile (GESp);
 - b. Government Junior School Profile (GJHSP);
 - c. Government Senior High School Profile (GSHSP);
 - d. State and Local Universities and Colleges School Profile (SUC/LUCP);
 - 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;



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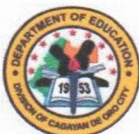
- b. If the integrated school has only one electric/water/internet billing for both elementary and secondary levels, the average cost of the monthly bills/ maintenance shall be the same for both levels;
 - c. The number of computers for integrated schools shall be counted based on the recipient levels. For example, computers allocated in elementary schools must only be counted in elementary, even if the same is 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 computer is used by a particular level. For example, if computers are used by learners in junior high school more than the learners in elementary, the computers shall be counted in junior high school.
4. Once validated by the Division Office, the data entries shall be encoded in the **official** Gathering Forms and shall be uploaded in the BEIS.

5. **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/PSDS-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	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, spa, 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.



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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.

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

Activities	Timeline
1. Orientation	March 27, 2024
2. Data Encoding	March 25, 2024 to April 12, 2024
3. Hard-copy Submission	April 12, 2024
4. Data Validation	April 15-19, 2024
5. Closing of the System	May 31, 2024
6. Generation of Reports	June 3 2024 onwards

7. **Face-to-face orientation shall be conducted in the following venue.**

School District	Date	Venue
Central District East I District East II District South District	Private Schools March 27, 2024 8:00 AM- 12:00NN	CDONHS-SHS
North I District North II District Southwest I District Southwest II District West I District West II District	Private Schools March 27, 2024 1:00 PM-5:00 PM	CDONHS-SHS
Southwest II	April 1, 2024	Lumbia CS
Southwest I	April 1, 2024	Lumbia CS
West 11	April 2, 2024	West City CS
West 1	April 2, 2024	West City CS
North 1	April 3, 2024	Kauswagan CS
NORTH 11	April 3, 2024	Kauswagan CS
East 1	April 4, 2024	East City CS
East 11	April 4, 2024	East City CS
South	April 5, 2024	City CS
Central	April 5, 2024	City CS

8. **School heads are also reminded that they are responsible for ensuring the accuracy and correctness of the data reported in both physical and online reporting systems. Thus, the division personnel will conduct data validation**



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on the following schedule:

School District	Date	Venue
Southwest II	April 15, 2024	Division Office
Southwest I	April 15, 2024	Division Office
West 11	April 15, 2024	Division Office
West 1	April 15, 2024	Division Office
North 11	April 16, 2024	Division Office
East 11	April 16, 2024	Division Office
East 1	April 16, 2024	Division Office
North 1	April 16, 2024	Division Office
South	April 16, 2024	Division Office
Central	April 16, 2024	Division Office
All Private Schools	April 17, 2024	Division Office

9. Attached is the list of participants in Enclosure 1 and detailed steps on how to access.
10. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.
11. Immediate compliance with this Memorandum is desired.

ROY ANGELO E. GAZO
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

ORIENTATION

RSM/ DM — basic education information system data collection for sy 2023-2024
March 19, 2024



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List of Participants for BEIS Profile Data Collection for SY 2023-24
PUBLIC SCHOOLS

April 1, 2024

Southwest I Participant

1	Baluarte Elementary School	1
2	Batinay Elementary School	1
3	Kiam-is Elementary School	1
4	Lumbia Central School	1
5	Pagalungan Elementary School	1
6	Pigsag-an Elementary School	1
7	Taglimao Elementary School	1
8	Tagpangi Elementary School	1
9	Tuburan Elementary School	1
10	Tumpagon Elementary School	1
11	Lumbia National High School	1
12	Pagalungan National High School	1
13	Pigsag-an National High School	1
14	Taglimao National High School	1
15	Tagpangi National High School	1
16	Tuburan National High School	1
17	Tumpagon National High School	1

Southwest II

1	Balongkot Integrated School	1
2	Bayanga Elementary School	1
3	Besigan Elementary School	1
4	Cadayonan Integrated School	1
5	Dansolihon Elementary School	1
6	Dunggoan Integrated School	1
7	Iba Integrated School	1
8	Magayad Integrated School	1
9	Mambuaya Elementary School	1
10	Man-ai Elementary School	1
11	Mangalay Elementary School	1
12	Midkiwan Integrated School	1
13	Tignapoloan Elementary School	1
14	Upper Tignapoloan Elementary School	1
15	Bayanga National High School	1
16	Besigan National High School	1
17	Dansolihon National High School	1
18	Mambuaya National High School	1
19	Man-ai National High School	1
20	Tignapoloan National High School	1

April 2, 2024

West I Participant

1	Balulang Elementary School	2
2	Fr. William F. Masterson, S.J., Elementary School	2
3	Macanhan Elementary School	2
4	Philippine Island Kids Inc.	1
5	Sacred Heart Village Elementary School	2
6	Upper Carmen Elementary School	2
7	West City Central School	2
8	Balulang National High School	2
9	Carmen National High School	2

West II

1	Baikingon Elementary School	1
2	Bulao Elementary School	1
3	Bulua Central School	2
4	Camp Evangelista Elementary School	2
5	Canitoan Elementary School	2
6	Filipino-Chinese Friendship Elementary School	1
7	G. L. Reyes-Anhawon Elementary School	1
8	Iponan Elementary School	2
9	Pagatpat Elementary School	2
10	Pamalihi Elementary School	1
11	Pedro "Oloy" N. Roa, Sr. Elementary School	2
12	San Simon Elementary School	1
13	Baikingon National High School	1
14	Bulua National High School	2
15	Bulua National High School - Camp Evangelista Ext.	1
16	Canitoan National High School	2
17	Iponan National High School	2
18	Pagatpat National High School	1
19	Pedro "Oloy" N. Roa, Sr. High School	2
20	San Simon National High School	1

List of Participants for BEIS Profile Data Collection for SY 2023-24
PUBLIC SCHOOLS

April 3, 2024

East I	Participant
1 Camansi IS	2
2 Cugman Elementary School	2
3 East City Central School	2
4 FS Catanico Elementary School	2
5 Gusa Elementary School	2
6 Malasag Elementary School	2
7 Cugman National High School	2
8 East Gusa National High School	2
9 Gusa NHS - FS Catanico Annex	2
10 Gusa NHS-FS Catanico Annex Camansi Extn.	2
11 Gusa Regional Science High School-X	2
12 Lapasan National High School	2
East II	
1 Agusan Elementary School	2
2 Balubal Elementary School	2
3 Bugo Central School	2
4 Linangohan Elementary School	2
5 Palalan Integrated School	2
6 Puerto Elementary School	2
7 Suntingon Elementary School	2
8 Suntingon Elementary School - Annex	2
9 Tablon Elementary School	2
10 Agusan National High School	2
11 Balubal National High School	2
12 Bugo National High School	2
13 Puerto National High School	2
14 Tablon National High School	2

April 4, 2024

North II	Participant
1 Consolacion Elementary School	2
2 Macabalan Elementary School	2
3 North City Central School	2
4 St. John Elementary School	2
5 Angeles Sisters National High School	2
6 Macabalan National High School	2
7 Puntod National High School	2
North II	
1 Bayabas Elementary School	2
2 Bonbon Elementary School	2
3 Bongbongon Elementary School	2
4 City Engineers Elementary School	2
5 Kauswagan Central School	2
6 Bayabas National High School	2
7 Bonbon National High School	2
8 Kauswagan National High School	2

April 5, 2024

Central	
1 Baluarte Elementary School	2
2 Batinay Elementary School	2
South	
1 Camaman-an Elementary School	2
2 Camaman-an Elementary School - Macapaya Ext.	2
3 Indahag Elementary School	2
4 Indahag Elementary School - Habitat Ext.	2
5 Kamakawan Elementary School	2
6 Macasandig Elementary School	2
7 South City Central School	2
8 Taguanao Elementary School	2
9 Cagayan de Oro National High School	2
10 Camaman-an National High School	2
11 Camaman-an National High School - Macapaya Ext.	2
12 Indahag National High School	2
13 Macasandig National High School	2

List of Participants for BEIS Profile Data Collection for SY 2023-24
PRIVATE SCHOOLS

March 27, 2024 - Morning (8am - 12nn)

School	District	Participant
Asian Business Cabletow Cooperative Academy	Central District	1
Southern de Oro Phil. College	Central District	1
Pilgrim Christian College	Central District	1
STI College - Cagayan de Oro	Central District	1
Christian Samaritan Health Services and Technical School, Inc. - Divisoria Campus	Central District	1
Shekinah Glory Christian Academy	Central District	1
Vineyard International Polytechnic College	Central District	1
Blessed Mother College, Tiano Kalambaguan	Central District	1
AMA Computer College-Cagayan de Oro City	Central District	1
Montessori De Oro	Central District	1
Cagayan de Oro Christian School	Central District	1
Christian School For Life	Central District	1
Del Mar Adventist Elementary School, Inc.	Central District	1
Lifetime Study Center	Central District	1
Bloomsdale Christian School	Central District	1
CDO Faith Christian School	Central District	1
Brainlinks Career & Learning Center- Jr Borja	Central District	1
Capitol University Basic Education Department	East I District	1
University of Science and Technology of Southern Philippines	East I District	1
Sacred Heart of Jesus Montessori School - Borja Campus	East I District	1
Lapasan Baptist Christian Academy	East I District	1
The Abba's Orchard A Maria Montessori School	East I District	1
Ark Island School	East I District	1
Iligan Computer Institute-Cagayan de Oro City	East II District	1
PHINMA Cagayan De Oro College, Puerto Campus	East II District	1
Christian Samaritan Health Services and Technical School, Inc	East II District	1
King of Zion School	East II District	1
Sacred Heart Academy of Bugo Cagayan de Oro City, Inc.	East II District	1
Philippine Southfield School	East II District	1
St. Joseph School	East II District	1
Golden Cedar Christian Academy	East II District	1
Meadows Learning Center	East II District	1
Living Arrows Bible Baptist Academy, Inc.	East II District	1
Holy Rosary Kinder School of Agusan, CDO, Inc.	East II District	1
Greenland Christian Academy	East II District	1
Rivas Christian Academy	East II District	1
Lourdes College-Basic Education	South District	1
Corpus Christi School	South District	1
Oro Christian Grace School	South District	1
St. Mary's School of Cagayan de Oro, Inc.	South District	1
The Fisher's Valley Academy	South District	1
Nanuri International School	South District	1
CDO Academy for International Education	South District	1
Mindanao Business College	South District	1
Canossa Kindergarten and Day Center	South District	1
Holy Trinity Montessori School	South District	1
Maria Montessori Child Development Center	South District	1
Nina Maria Learning Center	South District	1
World Grace Vision School, Inc.	South District	1
Marian Good Start Preschool	South District	1
Foundation of Our Lady of Divine Love , Inc. (Camaman-an)	South District	1
San Antonio of Nazareth Little Angels School	South District	1
Xaris-Theos Christian School	South District	1

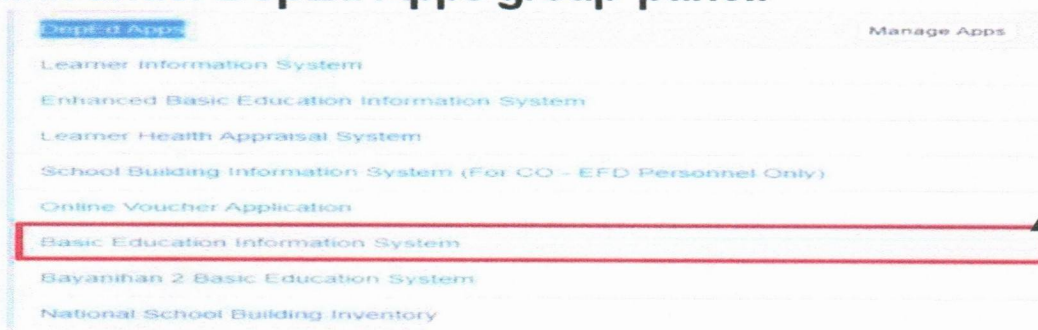
List of Participants for BEIS Profile Data Collection for SY 2023-24
PRIVATE SCHOOLS

March 27, 2024 - Afternoon (1pm - 5pm)

School	District	Participant
Mount Olive Christian Academy	North I District	1
OLANDESCA-LEGASPI LITTLE ME INC.	North II District	1
Kong Hua School	North II District	1
International School of CDO, Inc.	North II District	1
St. Cecilia Academy	North II District	1
Blessed Juana Condesa School	North II District	1
4th Watch Maranatha Christian Academy	North II District	1
BrainLinks career & Learning Center - Lumbia	Southwest I District	1
Mahalo School	Southwest I District	1
Bright Light Learning Academy	Southwest II District	1
Liceo De Cagayan University	West I District	1
Cagayan De Oro College -PHINMA Education Network	West I District	1
Xavier University	West I District	1
Informatics Computer Institute-Cagayan de Oro Center Inc.	West I District	1
Golden Heritage Polytechnic College	West I District	1
Corpus Christi School - Pueblo de Oro Campus	West I District	1
Immanuel Mission International School, Inc.	West I District	1
Rosevale School	West I District	1
St. Mary's Academy of Carmen	West I District	1
Golden Heritage Polytechnic School - SHS (CDO)	West I District	1
Angelicum Learning Centre	West I District	1
Assumption Montessori	West I District	1
Childrens Progressive School	West I District	1
Golden Boulevard Adventist Elementary School	West I District	1
Good Shepherd Christian School	West I District	1
St. Ignatius Learning Center	West I District	1
Jabez Educare Christian School	West I District	1
Treasure House of God's Graces Early Childhood Center	West I District	1
Oro Bible College PreSchool	West I District	1
Living Streams Kindergarten School, Inc.	West I District	1
Balulang Christian Learning Center	West I District	1
Little Evangel Christian School Foundation	West I District	1
ORO SMART START ACADEMY	West I District	1
Westshire Academy	West II District	1
Merry Child School	West II District	1
Philippine Merchant Marine Academy	West II District	1
Summer Hill School Foundation, Inc.	West II District	1
Blessed Mother College - Highway Iponan	West II District	1
Blessed Mother College	West II District	1
Millennium Christian Academy	West II District	1
EVANGELICAL ACHIEVERS' ACADEMY	West II District	1
Mindanao Christ's Gospel Academy, Inc.	West II District	1
Vita Basic Education School	West II District	1
STARLAND INTERNATIONAL SCHOOL, INC.	West II District	1
Diamond Evangelical School Inc.	West II District	1
Living Springs Foundational Learning Center, Inc.	West II District	1
Gynth School	West II District	1
Holy Child Institute, Inc.	West II District	1
Happy Land International School	West II District	1
St. Therese Learning Center	West II District	1
Queen Mary School of Cagayan de Oro City	West II District	1
GLIS P SCHOOL, INC.	West II District	1
THREE G'S LITTLE SCHOOL HOUSE, INC.	West II District	1
Mary-Infant Jesus School	West II District	1

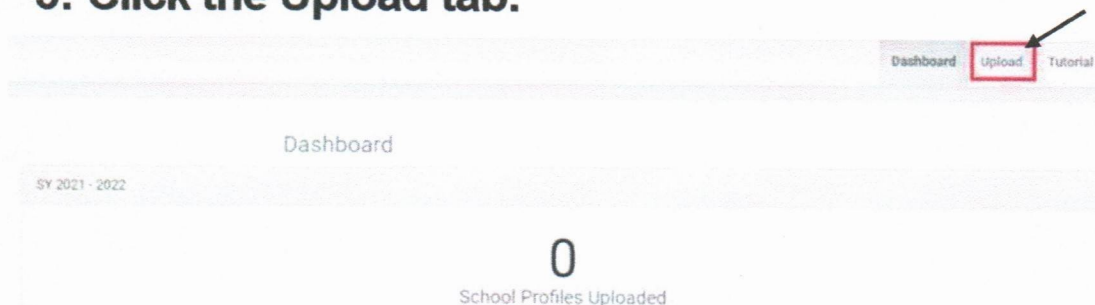
Steps:

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



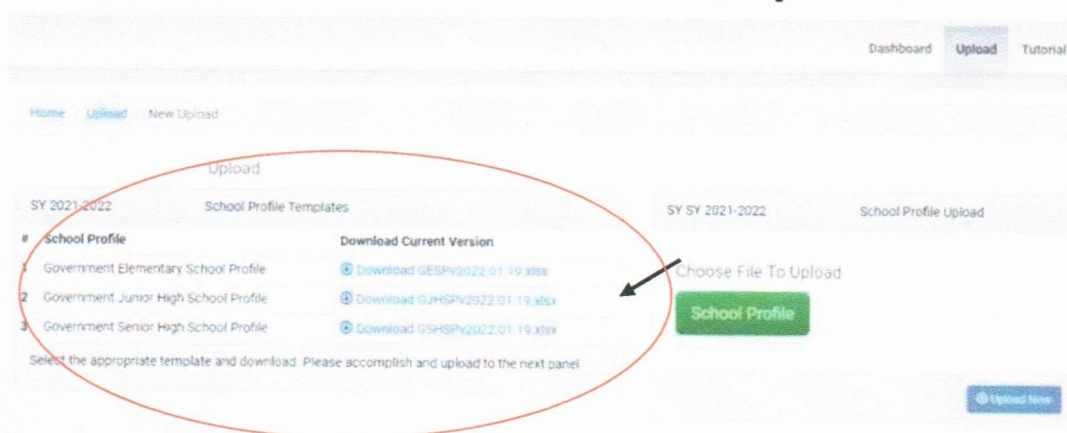
Steps:

3. Click the Upload tab.



Steps:

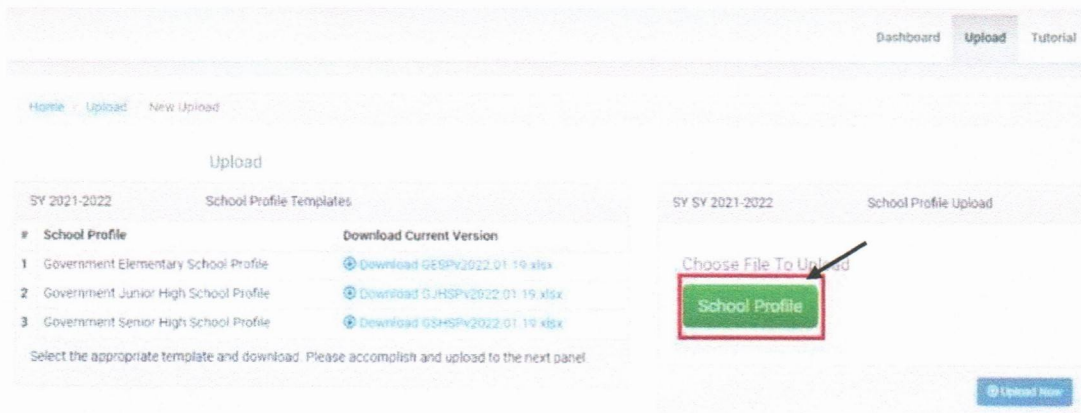
4. Download the School Profile template/s.



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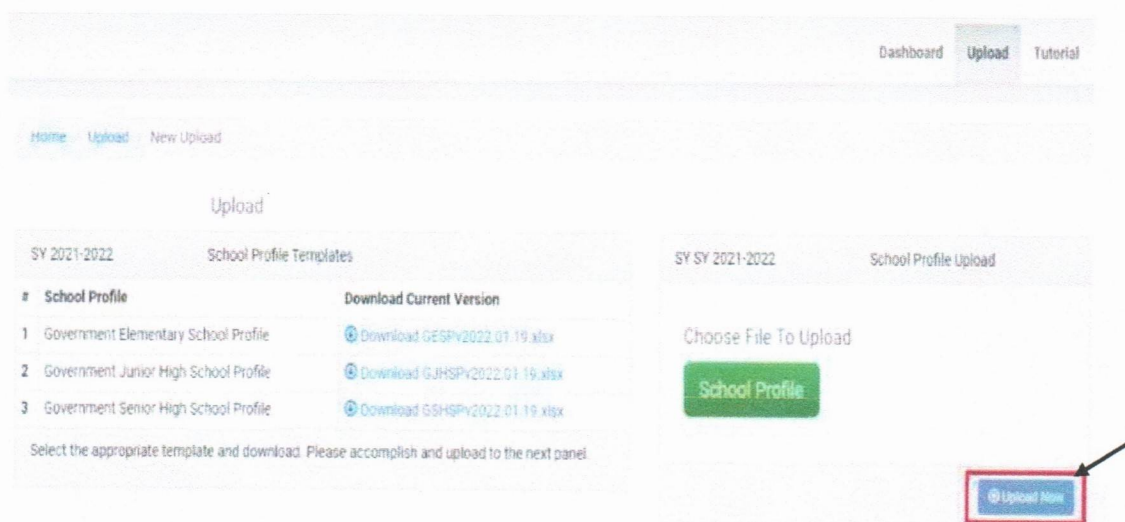
Steps:

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



Steps:

6. Click the Upload Now button.



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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 system. On the left, under 'SY 2021-2022 School Profile Templates', there are links to download current versions for Government Elementary, Junior High, and Senior High School profiles. The main area on the right is titled 'SY SY 2021-2022 A.P. Guevara IS School Profile Upload'. A red box highlights a message: 'Error(s) found. Please check the errors from the table below.' Below this is a 'Choose File To Upload' section with a 'School Profile' button and an 'Upload Now' button. At the bottom, a 'TEMPLATE ERRORS' table is visible.

#	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 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.

This screenshot is similar to the first one but highlights the 'TEMPLATE ERRORS' table at the bottom. The table lists the error found in the uploaded file.

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



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

Dashboard Upload Tutorial

Home Upload New Upload

Upload

SY 2021-2022 School Profile Templates

School Profile Download Current Version

- 1 Government Elementary School Profile Download GESPV2022.01.19.xlsx
- 2 Government Junior High School Profile Download GJHSPV2022.01.19.xlsx
- 3 Government Senior High School Profile Download GSHSPV2022.01.19.xlsx

Select the appropriate template and download. Please accomplish and upload to the next panel.

SY SY 2021-2022 School Profile Upload

✓ School Profile Successfully uploaded.

Choose File To Upload

School Profile

Upload Now

Steps:

7. To view/download the uploaded template/s, click the Dashboard tab. Then, click the template's name under School Profile column.

Dashboard Upload Tutorial

Dashboard

SY 2021 - 2022 School Profile Upload

1

School Profiles Uploaded

#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	Government Elementary School Profile	2021-2022	2022-03-31 07:24:19	567372	2022-03-31 07:24:28		REUPLOAD



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