



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 217, s. 2025

PREPARATION AND SUBMISSION OF BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA COLLECTION FOR SY 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public, Private and SUC Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Memorandum No. 31, s. 2025, titled "*Basic Education Information System Data Collection and Validation for School Year 2024-2025*", public and private schools including SUC-laboratory schools are directed to update their school information and all other data elements through the accomplishment of the BEIS Data Gathering Forms for School Year 2024-2025. The system will be open for data updating from **March 14 to April 30, 2025**.
2. In accomplishing the BEIS Data Gathering Forms, school heads must strictly follow the timeline specified in **Enclosure 1**.
3. The **designated Division Program Focal Persons**, as listed in **Enclosure 2**, shall jointly validate their respective program data with the Division Planning Officer and affix their signatures on the forms to confirm the accuracy and validity of the reported information.
4. The following important reminders must be strictly observed in the accomplishment and submission of the BEIS forms:
 - a) Only the **School Head user account** must be used to download the School Profile template. Use the pre-loaded form in the BEIS website tagged as "*Import from Previous SY 2023-2024*", which already contains data from the previous school year. This pre-loaded template must then be carefully reviewed, updated, and validated before uploading.
 - b) Only forms downloaded using the "*Import from Previous SY 2023-2024*" feature from the BEIS website will be accepted for uploading.
 - c) The updated and reviewed School Profile must be uploaded in the system. In case of necessary corrections, a revised version may be uploaded. Please note that **only the latest uploaded version** will be saved in the database.
 - d) Follow the required file naming convention when uploading the school profile: *yyyy_type of school_school ID & school name*.



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedviganacity.com

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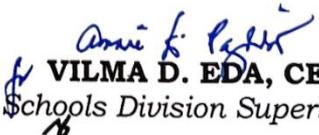


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Examples:

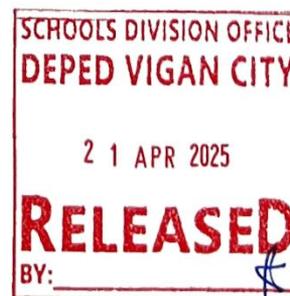
- Public schools: 2024_elem_100800VCS
- Private/SUC: 2024_private_400061DWCV

- e) When completing the required data, refer to the **Summary list, Cut-off dates, Instructions, Notes, Reminders** included in the various tables/boxes of the School Profile Form, and as stated in the attached CO memorandum.
- f) Fill out **only the white cells** in the forms.
- g) The system will accept uploads with incomplete data. However, any blank cells requiring numeric values will be automatically encoded as **zero (0)** in the database.
- h) All data entries must be encoded **manually**. The use of shortcuts such as **copy paste, cut-paste, or drag-and-drop** is strictly prohibited.
5. A copy of the DepEd Memorandum No. 31, s. 2025 is attached for reference. All concerned are reminded to give utmost attention to Enclosure No. 2 of the said memorandum, which outlines the detailed guidelines and reminders in accomplishing select data elements in the forms.
6. The materials for the BEIS Data Collection and Encoding for the School Year 2024-2025 are accessible through the following link: <https://tinyurl.com/Materials-School-Profile> .
7. Immediate dissemination and strict compliance to this memorandum is desired.


VILMA D. EDA, CESO V
Schools Division Superintendent

Reference: DepEd Memorandum No. 31, s. 2025
Enclosure: Enclosure 1 and Enclosure 2

SGOD/gpc/School Profile



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Enclosure 1 to Division Memorandum No. 217, s. 2025

PREPARATION AND SUBMISSION OF BASIC EDUCATION INFORMATION SYSTEM
 (BEIS) DATA COLLECTION FOR SY 2024-2025

Activity	Timeline	Person/s Responsible
Download the “Import from previous SY 2023-2024” BEIS Data Gathering Forms and accomplish them using updated data from SY 2024-2025 via the BEIS website: https://beis.deped.gov.ph/ by using only the School Head account based on your school type: 1. Government Elementary School Profile (GESP)- green color 2. Government Junior High School Profile (GJHSP)-blue color 3. Government Senior High School Profile (GSHSP)-yellow color 4. Private School Profile (PSP) – pink color 5. State/Local Universities and Colleges Profile (SLUCP) – orange color	March 24, 2025 (deployment in the BEIS)	School Heads BEIS Coordinators
Submit one (1) clear and readable hardcopy of each duly accomplished forms.	On or before April 23, 2025	School Heads SDO Records unit
The designated Division Program Focal Persons shall validate the submitted accomplished forms, either in hard copy or online. They shall also communicate any necessary corrections directly to the respective schools, specifically addressing to the following units: <ul style="list-style-type: none"> • HR • YFD • ITO • HNU • Sports • DRRM Other focal persons may forward their reference documents to the Division Planning Officer (DPO) to facilitate a more efficient validation process. Validators’ signatures shall be affixed after the system validation and upon the submission of the school’s final copy.	April 21-25, 2025	Division Program Focal Persons
BEIS (System): Uploading of submitted and final accomplished forms	On or before April 23, 2025	School Heads BEIS Coordinators
BEIS (system) Validation	April 21-29, 2025	Planning Officer III



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Enclosure 2 to Division Memorandum No. 217, s. 2025

PREPARATION AND SUBMISSION OF BASIC EDUCATION INFORMATION SYSTEM
(BEIS) DATA COLLECTION FOR SY 2024-2025

Validated/Noted by: (Division Focal Person)	Name	Position	Table/Boxes/ Page #
Public Schools (ELEM/JHS/SHS)			
PRS-SGOD	Gloria P. Cabotaje	Planning Officer III	School Info, all pages
EPS-in-Charge of ALS/SNED/IPED Coordinator	Elsie C. Amorin	Education Program Supervisor	Tables 1-6, 34; Box 33; Pages 3-8, 56
HR Personnel	Greatest Yeng C. Molina	Administrative Officer IV	Tables 6-13; 16-19; Table 34 -Box 33; Pages 8-13, 15-16, 56
SEPS-HRTD	Princess G. Torricer	Senior Education Program Specialist-HRD	Tables 7-8; Page 9
Chief Education Supervisors	Marie Christine L. Natividad Rodrigo Q. Reyes Jr.	Chief Education Supervisor -CID Chief Education Supervisor-SGOD	Tables 14-15, Page 14
LAC Session-CID	Pelagio F. Cardenas	Education Program Supervisor	Table 19; Box 2, Page 16
PRS-SGOD	Aurelyn F. Fieldad	Education Program Specialist II	Table 19; Box 3; Page 16
Youth Formation Coordinator	Sherwin D. Fabre	Project Development Officer I	Table 19 - Boxes 4-7, Pages 17-19
Information Technology Officer	Eric L. Tapat	Information Technology Officer I	Tables 20-24, Pages 20-25
Division Accountant	Christopher Michael T. Gasmen	Accountant III	Table 25, Page 26
Education Facilities Personnel	Arch. Jomar R. Agoy	Engineer III	Tables 25-26; Boxes 9- 12; Pages 26-29
Health and Nutrition Personnel	Dr. Arlyn D. Batulan	Medical Officer III	Tables 27-31; Boxes 13-24; Pages 30-39
Child Protection Focal Person/Coordinator	Sherwin D. Fabre	Project Development Officer I	Table 31; Boxes 25-26; Pages 40-41
Sports Coordinator	Rodrigo Q. Reyes Jr.	Chief Education Supervisor-SGOD	Table 31, Boxes 27-28, Pages 42-44
DRRM Coordinator	Aphrodite Hope Martinez	Project Development Officer II	Tables 33-34; Boxes 29-32; Pages 45-55
Private Schools			
M & E - SGOD	Susiemar M. Rapisura	Education Program Supervisor - SGOD	All Tables/Boxes
PRS-SGOD	Gloria P. Cabotaje	Planning Officer III	All Tables/Boxes
SUC			
PRS-SGOD	Gloria P. Cabotaje	Planning Officer III	All Tables/Boxes





Republic of the Philippines
Department of Education

APR 10 2025

DepEd MEMORANDUM
 No. **031**, s. 2025

**BASIC EDUCATION INFORMATION SYSTEM DATA COLLECTION
 AND VALIDATION FOR SCHOOL YEAR 2024-2025**

To: Undersecretaries
 Assistant Secretaries
 Minister, Basic, Higher, and Technical Education, BARMM
 Bureau and Service Directors
 Regional Directors
 Schools Division Superintendents
 Public and Private Elementary and Secondary School Heads
 State/Local Universities and Colleges Heads
 All Others Concerned

1. Pursuant to DepEd Order No. 027, s. 2019 titled Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes, the Department of Education (DepEd) shall conduct an annual data collection through the Basic Education Information System (BEIS) which captures datasets that are imperative in allocating crucial resources, budgeting, policymaking, program development, and monitoring and evaluation to enrich the delivery of quality basic education in the country.
2. The Department, through the Policy and Planning Service-Education Management Information System Division (PPS-EMISD) directs all public and private elementary and secondary schools, and encourages all state/local universities and colleges offering basic education, to update their school information and all other data elements in the BEIS through the accomplishment of the data gathering forms for the school year 2024-2025. The system will be available for data updating from **March 14 to April 30, 2025**.
3. The following are the BEIS data gathering forms to be accomplished respectively (see Enclosure No. 1):
 - a. Government Elementary School Profile;
 - b. Government Junior High School Profile;
 - c. Government Senior High School Profile;
 - d. Private School Profile; and
 - e. State/Local Universities and Colleges Profile.

Public integrated schools shall fill out the government school profiles applicable to them.

4. All schools shall utilize the data gathering forms downloaded from the BEIS to avoid **data errors** in the template when uploaded. To reduce efforts and time in filling out the forms, schools may use the pre-loaded forms with available previous school year data, which shall be reviewed and updated, accordingly.

5. The **School Heads**, shall be primarily responsible and accountable officials for reporting of the school data. They shall ensure that the data encoded in the system are accurate and timely. Datasets collected from schools shall be uploaded and be made available through a dashboard on the DepEd official website.

6. The **Division Planning Officers (DPOs)** shall provide technical assistance to all schools such as but not limited to the conduct of orientation, respond to concerns/queries, and provide assistance to schools with no internet connectivity in the submission of their reports. **The DPOs shall monitor and ensure that all schools in their respective Schools Division Office (SDO) will encode and submit their school profile in the BEIS on or before April 30, 2025 and conduct data validation on even date.**

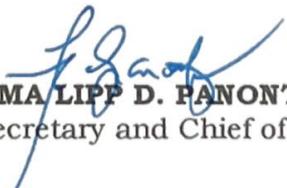
7. The program focal persons in the division shall jointly validate with the division planning officer their program data and sign the forms to ascertain that the data reported are correct and validated.

Data Elements	Division Focal Person
Curriculum-related data on learners (Indigenous Peoples Education [IPED], Muslim Education, Special Needs Education [SNEd])	Education Program Supervisor-in-Charge of Special Programs (Alternative Learning System, SNEd, Sports, Madrasah/Arabic Language and Islamic Values Education, IPED, Multi-Grade)
Disaster Risk Reduction and Management (DRRM) and other related activities	DRRM Coordinator
Teaching, Teaching-Related and Nonteaching personnel data and other human resource-related data	HR Personnel
Computer, information and communication technologies (ICT) equipment, internet connectivity, and other ICT-related data	Information Technology Officer
Maintenance and Other Operating Expenses Data	Division Accountant
Instructional/Non-Instructional rooms including electrical supply, school location, and travel details	Physical Facilities Coordinator/ Division Engineer
School Health and Nutrition, including the availability of water supply, sanitation facilities	Health and Nutrition Personnel
School Sports	Sports Coordinator
Learner Rights and Protection (LRP)	LRP Coordinator
School Government Program/Learner Organization and Activities (Youth Formation, SPG, SSG)	Youth Formation Coordinator

Action Research	Senior Education Program Specialist (Planning and Research Section-Schools Governance and Operations Division)
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8. All involved personnel in BEIS data encoding, collection and validation from all public schools, district, division, and regional offices, are allowed to render overtime services with pay during weekdays, weekends, and holidays when necessary to meet the target schedules and be converted to service credits for those at the school level.
9. Guidelines and other reminders in accomplishing select data elements in the forms are attached as Enclosure No. 2 in this Memorandum.
10. For concerns related to the **data collection and validation guidelines**, please contact **Policy and Planning Service-Education Management Information System Division** through e-mail at ps.emisd@deped.gov.ph or telephone number (02) 8637-6204.
11. For issues encountered in the information system, please submit them through the online ticketing form of the **Information and Communications Technology Service-User Support Division** via <https://bit.ly/HelpdeskTicketingForm>.
12. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:


ATTY. FATIMA LIPP D. PANONTONGAN
 Undersecretary and Chief of Staff

Encls.:
As stated

Reference:
DepEd Order (No. 027, s. 2019)

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

BASIC EDUCATION
BUREAUS AND OFFICES
DATA
FORMS

LEARNERS
REQUIREMENTS
RULES AND REGULATIONS
SCHOOLS



Guide in reporting and validating select data/information requirements in the Basic Education Information System for School Year 2024-2025

A. Data Reporting

All concerned personnel shall be guided accordingly of the following:

1. Public 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 except on the bills/fees.
2. If the integrated school has **only one (1)** electric/water /internet billing for both elementary, junior and senior high level, the average cost of monthly bills/maintenance fee shall be **divided across** levels.
3. While for the reporting of functional computers, integrated schools shall account the number 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 as a shifting schedule.
5. The implementation of shifting means that there is an existing shortage on the number of classrooms and/or teachers that resorts them to conduct the classes of different grade levels either in the morning or in the afternoon.

Illustration A:

Due to the limited number of rooms in School A, its school head strategized by scheduling the classes for Grades 7 and 9 in the morning (06:00 a.m. to 12:00 nn) while classes for Grades 8 and 10 will be in the afternoon (01:00 to 07:00 p.m.). In this scenario, school A is implementing shifting particularly **two shifts**.

Illustration B:

With a very large enrollment and limited number of classrooms, School B implemented the class schedules below. Given the circumstances, School B is implementing **three shifts**.

Grade Level	Class Schedule
Grades 1 to 2	06:00 AM – 10:00 AM

Grades 3 to 4	10:00 AM – 02:00 PM
Grades 5 to 6	02:00 PM – 06:00 PM

6. Pursuant to the Office of the Undersecretary for Operations (OUOPS) Memorandum No. 2023-06-7518 dated 16 August 2023, data on attempted and committed suicide cases shall only be counted if there are supporting documents such as:
- a. Police reports;
 - b. Case notes prepared or conformed by registered guidance counselors or social workers;
 - c. Psychological reports prepared by registered psychometricians or psychologists, and noted by psychologists; or
 - d. Incident reports prepared by school coordinators and reviewed by school heads.
7. Further, for the handwashing-related data, existing facilities designed for “group handwashing” shall meet the standards of accommodating at least 10 learners for Elementary and at least 4 learners for Junior and Senior High School, otherwise, it shall be reported under the “Facilities for individual handwashing.”
8. For 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, they shall divide the numbers to both levels (i.e., elementary and junior high school, or junior high school and senior high school).

Example:

In cases where the school has a total of 50 computers shared by both elementary and junior high learners, the allocation of computers must be divided equally between the two levels to ensure accurate reporting. Therefore, 25 computers will be assigned to the elementary level and 25 computers to the junior high level, ensuring no double-counting occurs in the report.

B. Data Validation

To ensure that data reported are accurate and reliable, data validation shall be conducted.

The **Division Focal Persons** shall conduct a validation of all submitted data gathering forms of the schools. Actual field validation or other applicable strategies may be done as deemed necessary to crosscheck the accuracy of information with the accomplished gathering forms.

The **Division Planning Officers (DPOs)** shall validate the submissions in the system. In case there are errors or discrepancies in the data, the DPOs shall inform the school heads about the findings and request them to rectify such errors.