



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



DIVISION MEMORANDUM NO. 308, s. 2019

TO: ALL SCHOOL HEADS
 Public, Private and SUCs

RELEASE
 DEFED
 DATE: 9-02-19
 BY: [Signature]
 724967

DIVISION EBEIS VALIDATION TEAM

- Joann L. Jimenez – Planning Officer III
- Ma. Socorro D. Dimalanta – Education Program Supervisor (SPED)
- Sheryl S. Villacorta – Education Program Supervisor (Sports)
- Liberty G. Roxas – Education Program Supervisor (ALIVE)
- Isabelita N. Daroya – Public School District Supervisor (LAC)
- Aty. Jose O. Oviedo – Attorney III
- Harking C. Reyes – Accountant III
- Reynante B. Infante – Information Technology Officer
- Engr. Tatum Grace L. Manzano – Engineer III
- Mitchellene V. Rivo – Senior Education Program Specialist (HRTD)
- Isagani D. Rosario – Senior Education Program Specialist (M&E)
- Maria Victoria S. Antonio – Senior Education Program Specialist (Research)
- Theresa P. Parayno, MD – Medical Officer III
- Janelien R. Trigue – Dentist II
- Teodoro L. Manaois – Nurse II (WINS)
- Noreen B. Vidal – Nurse II (SBFP)
- Christian Paulo O. Espiritu – Nurse II (Nutritional Status)
- Glenn Erickson T. Basto – Nurse II (Tobacco)
- Haydee C. Maiquez – Education Program Specialist II (NDEP)
- Pilita O. Bautista – Administrative Officer IV (HRMO)
- Marjorie S. Rodriguez – Project Development Officer II (DRRRM)
- Gilliane Jessa C. Sable – Project Development Officer I (Career Guidance)
- Bethany Venice S. Bautista – Project Development Officer I (Youth Formation)

FROM: Office of the Schools Division Superintendent

DATE: September 2, 2019

SUBJECT: SUBMISSION OF SCHOOL PROFILE SY 2019-2020

Please be guided by the following instructions in the accomplishment, submission and validation of Government Elementary School Profile (GESP), Government JHS Profile (GJHSP), Government SHS Profile (GSHSP), Private School Profile (PSP), and SUC/LUC School Profile (S/LUCSP) for SY 2019-2020:

- Step 1. Schools shall download soft copies of School Profile from this link:
<http://depeddagupan.com/ebeis-template-2019-2020/>

DEPED
RECEIVED
 DATE: 9-2-19
 TIME: 3:30
 REYNANTE B. INFANTE
 II OFFICER I



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- Step 2. Schools shall gather data using the appropriate template. Submit one (1) hard copy of school profile to SGOD – Research and Planning Unit on or before **September 27, 2019**. All pages should bear the signature of the school head and the names of all other signatories. For reference, below is the list of signatories and corresponding pages for them to review:

Validated by: (as per template)	Name
Planning Officer III	Joann L. Jimenez
Division SPED Coordinator	Ma. Socorro D. Dimalanta
Division SPORTS Coordinator	Sheryl S. Villacorta
Division ALIVE Coordinator	Liberty G. Roxas
Division LAC Coordinator	Isabelita N. Daroya
Attorney III	Aty. Jose O. Oviedo
Engineer III (Physical Facilities Coordinator)	Engr. Tatum Grace L. Manzano
Division HR Personnel	Piita O. Bautista
Division Accountant	Harking C. Reyes
Information Technology Officer	Reynante B. infante
Senior Education Program Specialist (HRTD-SGOD)	Mitchellene V. Rivo
Senior Education Program Specialist (PRS-SGOD)	Maria Victoria S. Antonio
Senior Education Program Specialist M&E-SGOD)	Isagani D. Rosario
Medical Officer III	Theresa P. Parayno, MD
Dentist II	Jeanelien R. Trigue
Division NDEP Coordinator	Haydee C. Maiquez
Division TOBACCO Coordinator	Glenn Erickson T. Basto
Division WINS Coordinator	Teodoro L. Manaois
Division SBFP Coordinator	Noreen B. Vidal
Division Nutritional Status Coordinator	Christian Paulo O. Espiritu
Division Youth Formation Coordinator	Bethany Venice S. Bautista
Division Career Guidance Coordinator	Gilliane Jessa C. Sabie
DRRM Coordinator	Marjorie S. Rodriguez

- Step 3. SGOD-Planning Officer III will validate the data in coordination with the division EBEIS validation team who will affix their respective signatures.

- Step 4. The validated/reviewed copy of the school profile will be released back to the school for necessary corrections or adjustment. **Do not reprint the school profile.** Make the corrections in handwriting directly on the validated/reviewed pages of the profile. This will allow the validating team to easily trace whether or not the corrections/adjustments have been made. The same copy (with corrections) shall be submitted back to SGOD-Research and Planning Unit for final validation.

If the school profile has been found correct, it will be marked "VALIDATED" and will be sent back to school concerned.



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Step 4. The validated/reviewed copy shall be brought during the workshop (to be announced soon) purposely to facilitate the encoding and uploading of the school profile coded file.
(Please take note that the file to be downloaded in STEP 1 is not yet the CODED FILE. The coded file is not yet released by the central office).

Division validators are required to give priority in validating the profile in order for the division to upload all files once the EBEIS opens.

For guidance and strict compliance.


LORNA B. BUGAYON, CESO VI
Schools Division Superintendent
