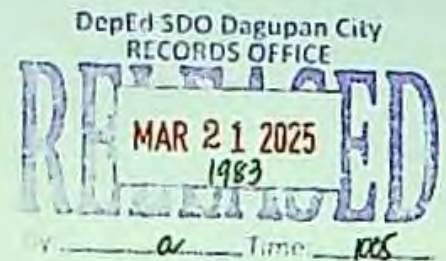




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

March 19, 2025

DIVISION MEMORANDUM

No. 140, s. 2025

**CONDUCT OF DATA GATHERING ACTIVITIES FOR BASIC EDUCATION
INFORMATION SYSTEM (BEIS) SY 2024-2025**

TO: Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public and Private School Principals/SHs (Elem & Sec)
School BEIS Coordinators
All others concerned

1. In relation to *DepEd Order 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.
2. To familiarize themselves with the new BEIS templates, all school heads together with the assigned focal persons involved in the accomplishment and updating of BEIS are advised to conduct a review of the data elements of the school forms at school level.
3. The school head shall download the School Profile template in the BEIS website using his/her account. Once accomplished, school heads are requested to validate the accuracy and correctness of the data reported by their school. Please see Enclosure A
4. 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. Please see enclosure B



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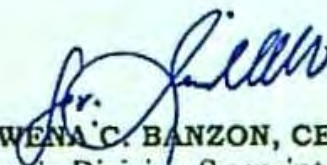
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5. Timeline:

| Activities | Timeline |
|--|---------------------------------|
| Encoding and validation of BEIS forms at the school level | March 24, 2025 to April 4, 2025 |
| Division Paper Validation (to be signed by the program focal person) | April 1-11, 2025 |
| Uploading of forms in BEIS website | April 7 - 18, 2025 |
| Online Validation (c/o Planning Officer) | April 18 - 28, 2025 |
| System CLOSED | April 30, 2025 |

6. Immediate and widest dissemination of the contents of this memorandum is desired.


ROWENA C. BANZON, CESO V
Schools Division Superintendent



Republic of the Philippines
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Office of the Schools Division
Superintendent
ENCLOSURE A

A. Guide in reporting select data/information requirement in BEIS SY2024-2025

All School Heads shall be guided accordingly by the following instruction/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 schedule corresponding to different sets of classes with different sets of learners (e.g. morning and afternoon shifts). Night classes are not considered shifting schedule.

Illustration A:

Due to limited number of rooms in School A, its school head decided that G (1:00pm) grades 7 & 9 will conduct their classes in the morning (6:00am to 12:00nn) while classes for Grade 8 & 10 will start in the afternoon (1:00pm to 7:00pm) 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 (6:00am to 10:00am); Grade 3-4 (10:00am to 2:00pm); and Grade 5-6 (2:00pm to 6:00pm). 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



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Superintendent**

counselors or mental health coordinators or social worker involved in the case of the learners.

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."



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Office of the Schools Division
 Superintendent
ENCLOSURE B

| SCHOOL PROFILE 2024-2025 | | | |
|--|--------------|----------------------------|---|
| | | SIGNATORIES | |
| School Information | elem/jhs/shs | ROWENA C. BANZON, CESO V | Schools Division Superintendent |
| Number of Classes, SY 2024- | elem/jhs/shs | JOANN L. JIMENEZ | Planning Officer III |
| Learners by Program, SY 2024-2025 | elem/jhs/shs | | |
| Learners in Technology and Livelihood Education (TLE), SY 2024-2025 | jhs | ALFRED B. GONZALES | Education Program Supervisor (TLE) |
| Number of Learners Undergoing Work Immersion, Sy 2024-2025 | shs | | |
| ASATIDZ/Muslim Teachers Handling ALIVE Classes, SY 2024-2025 | elem | LIBERTY G. ROXAS | Education Program Supervisor |
| Number of Functional Assistive Technology And Adaptive Devices for Devices for SNED Learners, SY 2024-2025 | elem/jhs/shs | MARIA SOCORRO G. DIMALANTA | Education Program Supervisor |
| Number Of Functional Equipment and Tools for SNED Learners, SY 2024-2025 | elem | | |
| Learning Resources Needed For SNED Learners, SY 2024-2025 | elem | | |
| Teachers Handling Sned Learners (Nationally-Funded Teachers Only), SY 2024-2025 | elem | | |
| Locally-Funded Teachers Working in the School by Funding Source, SY2024-2025 | elem/jhs/shs | JENNETTE A. SISON | Administrative Officer IV (HRMO) |
| Locally-Funded Teachers Working In The School Who Are Qualified And Trained, SY 2024-2025 | elem/jhs/shs | DIANA IRISH J. SOLIS | Senior Education Program Specialist (HRD) |
| Locally-Funded Non-Teaching Personnel Working In The School By Funding Source, SY 2024-2025 | elem/jhs/shs | JENNETTE A. SISON | Administrative Officer IV (HRMO) |
| Teaching-Related and Non-Teaching Personnel (Nationally-Funded), SY 2024-2025 | elem/jhs/shs | | |
| Teaching Personnel (Nationally-Funded), SY 2024-2025 | elem/jhs/shs | | |



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| SCHOOL PROFILE 2024-2025 | | | |
|---|--------------|---|---|
| Teacher Workload (Nationally-Funded Teachers Working in The School), SY 2024-2025 | elem/jhs/shs | | |
| Teachers Who Received Training While In-Service from January 2024 To February 2025 | elem/jhs/shs | | |
| Teachers Who Received Training on Information And Communications Technology (ICT), SY 2024-2025 | elem/jhs/shs | MARIA LINDA R. VENTENILLA & EDILBERTO R. ABALOS | Chief Education Supervisor (CID & SGOD) |
| Teachers Who Received Training on Pedagogy | elem/jhs/shs | | |
| Teachers Who Received Training On Special Curricular Programs | jhs | | |
| Number of Teachers By Grade Level and Sex | elem/jhs/shs | JENNETTE A SISON | Administrative Officer IV (HRMO) |
| Number of Teachers By Grade Level And Sex, Counted More Than Once | elem/jhs/shs | | |
| Number of Teachers By Teaching Assignment In Grades 4 To 6 By Sex | elem/jhs/shs | | |
| Number of Teachers By Highest Educational Attainment | elem/jhs/shs | | |
| Number of Science Teachers With Science Education Major | jhs | | |
| Number of Teachers By Teaching Assignment And Area Of Specialization | jhs | | |
| Number of English, Filipino, Mathematics And Science Teachers By Specialization | jhs | | |
| Teachers Who Have Specialization In TLE Subjects They Are Teaching, SY 2024-2025 | jhs | ALFRED B. GONZALES | Education Program Supervisor (TLE) |
| Teachers' Who Passed the Proficiency Examination in the Foreign Language Taught(Nationally-Funded Teachers Working In The School), SY 2024-2025 | jhs | DIANA IRISH J. SOLIS | Senior Education Program Specialist (HRD) |
| Learning Action Cell (Lac) Session, SY 2024-2025 | elem | Public Schools District Supervisor (In-Charge) | |



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| SCHOOL PROFILE 2024-2025 | | | |
|---|--------------|----------------------------|---|
| Teachers Who Have Specialization In Arts And The Specialization They Are Handling | jhs | DIANA IRISH J. SOLIS | Senior Education Program Specialist (HRD) |
| Teachers in Language and Culture Immersion Beneficiaries from Program Partners | jhs | | |
| Teachers Who Received Journalism Immersion/Training | jhs | | |
| Teachers Who Received Training on Curricular Programs | jhs | | |
| Action Research, SY 2024-2025 | clem/jhs/shs | MARIA VICTORIA S. ANTONIO | Senior Education Program Specialist (P&R) |
| Learner Government Program (LGP), SY 2024-2025 | clem/jhs/shs | BETHANY VENICE S. BAUTISTA | Project Development Officer I |
| Career Guidance Program, SY 2024-2025 | clem/jhs/shs | | |
| School Clubs and Organizations, SY2024-2025 | clem/jhs/shs | | |
| Youth For Environment In Schools Organization (Yes-O) Program, SY 2024-2025 | clem/jhs/shs | | |
| Number of Functional Computers In The School By Funding Source, SY 2024-2025 | clem/jhs/shs | REYNANTE B. INFANTE | Information Technology Officer I |
| Number of Functional ICT Equipment In The School By Funding Source, SY 2024-2025 | clem/jhs/shs | | |
| Number of E-Cart Components In The School Under Deped Computerization Program (Dcp), Sy 2024-2025 | clem/jhs/shs | | |
| Internet Connectivity, SY 2024-2025 | clem/jhs/shs | | |



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| SCHOOL PROFILE 2024-2025 | | | |
|---|--------------|------------------------------------|------------------------|
| Internet Connectivity by Provider, SY 2024-2025 | elem/jhs/shs | | |
| Cellular Communication, SY 2024-2025 | elem/jhs/shs | | |
| MOOE Allocation, Utilization And Liquidation From from January 2023 to December 2023 | elem/jhs/shs | HARKING C. REYES | Accountant III |
| Availability of Electrical Supply, Sy 2024-2025 | elem/jhs/shs | ENGR. TATUM GRACE L. MANZANO | Engineer III |
| School Site, Sy 2024-2025 | elem/jhs/shs | | |
| Travel Details (One-Way) From School, SY 2024-2025 | elem/jhs/shs | | |
| Mode Of Transportation, SY 2024-2025 | elem/jhs/shs | | |
| School Location, SY 2024-2025 | elem/jhs/shs | | |
| Health and Nutrition, SY 2024-2025 | elem/jhs/shs | Nurse In-Charge | |
| A. Number of learners who were vaccinated by the Department of Health (based on LGU health records) | elem/jhs/shs | | |
| B. Number of learners who underwent vision screening | elem/jhs/shs | | |
| C. Number of learners by nutritional status | elem/jhs/shs | | |
| D. Number of learners who were dewormed (based on LGU health records) | elem/jhs/shs | | |
| School Clinic, SY 2024-2025 | elem/jhs/shs | | |
| Availability of Water Supply, SY 2024-2025 | elem/jhs/shs | | |
| Number Of Existing Wash Facilities, SY 2024-2025 | elem/jhs/shs | | |
| Oral Health, Previous Sy 2023-2024 | elem/jhs/shs | Dentist In-Charge | |
| Medical and Nursing Services, Previous SY 2023-2024 | elem/jhs/shs | Nurse In-Charge | |
| Mental Health, SY 2024-2025 | elem/jhs/shs | | |
| School Mental Health, Previous SY 2023-2024 | elem/jhs/shs | | |
| Cancer Cases, Previous SY 2023-2024 | elem/jhs/shs | THERESA P. PARAYNO, MD | Medical Officer III |
| Adolescent Reproductive Health, Previous SY 2023-2024 | elem/jhs/shs | Nurse In-Charge | |



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|---|--------------|--------------------|---|
| Comprehensive Tobacco Control, SY 2024-2025 | elem/jhs/shs | | |
| National Preventive Drug Education, SY 2024-2025 | elem/jhs/shs | HAYDEE C. MAIQUEZ | Education Program Specialist II (Soc Mob) |
| Feeding Program, SY 2024-2025 | elem/jhs/shs | Nurse In-Charge | |
| Food Handling, SY 2024-2025 | elem/jhs/shs | | |
| Solid Waste Management, SY 2024-2025 | elem/jhs/shs | | |
| Operation and Maintenance Of Sanitation Facilities, SY 2024-2025 | elem/jhs/shs | | |
| Menstrual Hygiene, SY 2024-2025 | elem/jhs/shs | | |
| Learner Rights and Protection, Previous SY 2023-2024 | elem/jhs/shs | | |
| Learner Rights and Protection Concerns, Previous SY 2023-2024 | elem/jhs/shs | | |
| School Sports Program: Available Sports Events, Clubs, And Equipment, SY 2024-2025 | elem/jhs/shs | LIEZL S. CANCINO | Education Program Supervisor (SGOD) |
| School Sports Program: Sports Personnel (Deped Funded), SY 2024-2025 | elem/jhs/shs | | |
| School Sports Program: Available Sports Facilities, SY 2024-2025 | elem/jhs/shs | | |
| Disasters/Calamities, for the Months of June 2023 to May 2024 | elem/jhs/shs | ELVIRA N. VILLAMOR | Project Development Officer II |
| Disasters/Calamities (Human-Induced Hazards) | elem/jhs/shs | | |
| Enabling Environment | elem/jhs/shs | | |
| Part 1. DRRM and CCAM Policies | elem/jhs/shs | | |
| Part 2. DRRM and CCAM Plans | elem/jhs/shs | | |
| Part 3. DRRM and CCAM Organizational and Budget Support | elem/jhs/shs | | |
| Part 4. Research and Information System | elem/jhs/shs | | |
| Part 5. Monitoring and Evaluation | elem/jhs/shs | | |
| Pillar 1. Safe Learning Facilities, for the Months Of June 2023 to May 2024 | elem/jhs/shs | | |
| Pillar 2. School Safety and Educational Continuity Management for the months of June 2023 to May 2024 | elem/jhs/shs | | |



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| SCHOOL PROFILE 2024-2025 | | | |
|--|--------------|--|-----|
| Part 1. School-level Risk Assessment, Plans, and Partnerships | elem/jhs/shs | | |
| Part 2. Disaster Preparedness | elem/jhs/shs | | |
| Part 3. Disaster Response | elem/jhs/shs | | |
| Pillar 3. Risk Reduction and Resilience Education, For the months of June 2023 to May 2024 | elem/jhs/shs | | |
| Part 1. Curriculum Integration | elem/jhs/shs | | |
| Part 2. Information, Education, and Communication (IEC) and Advocacy | elem/jhs/shs | | |
| Part 3a-3b Resilience Education | elem/jhs/shs | | |
| Part 3c-3d. Resilience Education | elem/jhs/shs | | |
| Indigenous Peoples Education (IPEd) Program, SY 2024-2025 | | | N/A |



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