



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MAR 20 2024

**MEMORANDUM**

No. 082, s. 2024

**BASIC EDUCATION INFORMATION SYSTEM (BEIS)  
SCHOOL YEAR 2023-2024 DATA COLLECTION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance & Operations Division  
Public and Private Elementary and Secondary School Heads/OICs  
All Others Concerned

1. Attached is DepEd Memorandum, dated March 8, 2024, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.

2. In compliance with DepEd Order No. 27, s. In the Department's 2019 publication, Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes, the foundation for the annual data collection in the Basic Education Information System is provided. It directs all educational institutions, both public and private, as well as state and local universities and colleges that provide basic education across the nation, to update their school profiles and other data using completed data collection forms.

3. With this, the Department shows its continued dedication to guaranteeing the development and gathering of high-quality educational data. The nation's ability to provide basic education of a higher caliber will be enhanced by the use of this data, which will also help with budgeting, policymaking, monitoring, and assessment. Additionally, this acknowledges and emphasizes the critical role that all staff members play at all levels of governance in accurately entering data into the system and generating accurate statistics that will facilitate the successful execution of key initiatives under the MATATAG Agenda.

4. Below are copies of the BEIS Data Gathering Forms for Schools Year 2023-2024 for your knowledge and assistance. The following forms document the modifications and additional data elements/information requirements proposed by the program owners and implementers:

- a. Government Elementary School Profile
- b. Government Junior High School Profile
- c. Government Senior High School Profile
- d. Private School Profile
- e. State/Local Universities and College Profile

NUM-2024-082



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5. Only information relevant to public integrated schools, private schools, and state/local universities should be submitted on the aforementioned data collection forms.
6. Public and Private **School Heads, Administrators, and BEIS Coordinators** are required to attend the online orientation on **March 22, 2024, Friday, Public Schools at 8:30 A.M. and Private Schools at 1:30 P.M. through Microsoft Teams**, link: <https://tinyurl.com/M07-ORIENTATION-BEIS-23-24>.
7. Strictly follow the guide in reporting select data/information requirements in BEIS SY 2023-2024.
8. The Division Planning Officer and the program focal person will work together to validate the program data. The forms must be signed by the program focal person to ensure that the data reported is accurate and verified.

Data Elements	Division Focal Persons
Curriculum-related data on learners <ul style="list-style-type: none"><li>• IPED, ALS, Madrasah</li><li>• SPED</li></ul>	MARISSA M. ANDANZA, Ph.D. LILIOSA B. PALCE, Ed.D.
DRRM and Other related Activities	EDUARDO L. KONDO
Teaching and Non-Teaching Personnel Data	ANGELA M. FRANCISCO
Computer, Internet, and other ICT	MAY L. BORJAL
MOOE	KARINA E. MEDINA, CPA
Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel details	Engr. RENANTE L. TEJADA
School Health Nutrition including solid waste management, tobacco control	MARIA TERESA S. INDAP, RN MARIPAZ M. LAVIN, RN MAY ANNE L. AYUDTUD, DMD MARICEL R. SUBIDA, DMD
School Sports	EDISON C. ENERLAS
School Government Program	KING SOLIDINI J. TORRES
School Government Program (Youth Formation, SPG, SSG)	KING SOLIDINI J. TORRES

9. The Division Planning Officer is in charge of online validation, while **Division Focal Persons are in charge of paper or table validation** of the forms. If the completed forms that the schools have turned in contain inaccuracies, they ought to be made aware of the results and asked to make the necessary corrections. Similarly, **all submitted templates will undergo 100% table review by the program coordinators.**
10. School heads are also reminded that it is their duty to verify the veracity and completeness of the information that their school reports.

NUM-2024-082



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11. Timelines for the Basic Education Information System (BEIS) School Year 2023 – 2024 Data Collection.

Activities	Schedule
Online Orientation on the BEIS SY 2023-2024 Data Collection	March 22, 2024
Start of BEIS SY 2023-2024 Encoding	March 25, 2024
End of BEIS SY 2023-2024 Encoding	May 31, 2024
Data Validation	May 1-31, 2024

12. For any clarifications, please do not hesitate to contact the Planning & Research Section through the email address [planning.sdomuntinlupa@deped.gov.ph](mailto:planning.sdomuntinlupa@deped.gov.ph).

13. Immediate dissemination of, and strict compliance with this Memorandum is desired.

  
**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

Enclosure: as stated  
References: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

PROGRAMS  
SCHOOL  
BEIS  
FORM

JDN/DM/ BASIC EDUCATION INFORMATION SYSTEM (BEIS) SCHOOL YEAR 2023-2024 DATA COLLECTION

NUM-2024-082 082 / March 18, 2024



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## VALIDATORS AND ALTERNATE SIGNATORY IN BEIS, SY 2023-2024

AREA OF CONCERNED	FOCAL PERSON	ALTERNATE
Private Schools	MA. REGAELE A. OLARTE	ZOREN PEPITO L. GUBALANE, DPA
Division SPED Coordinator	LILIOSA B. PALCE, Ed.D.	MA. THERESA C. DELA ROSA, Ed.D.
Division HR Personnel	ANGELA M. FRANCISCO	SHIELA ROSE BACHOCO
Senior Education Program Specialist, HRTD	IVY M. ROMANO	ANDRES F. SICAM JR.
Division ALIVE, IPED, ELLN , ALS and GSP Coordinator	MARISSA M. ANDANZA, Ph.D.	MADLINE ANN L. DIAZ
Education Program Specialist In-Charge of TLE/SPTVE:	LEONAIIDA L. GUTIERREZ, Ph.D.	MADLINE ANN L. DIAZ
Curriculum Implementation Division (CID) Personnel	PSDS Assigned	MADLINE ANN L. DIAZ
Senior Education Program Specialist (PRS-SGOD)	PHOEBE R. ARROYO	JOSEPH D. NILO
Division Youth Formation Coordinator	KING SOLIDINI J. TORRES	ROCHELLE A. JIMENEZ
Information Technology Officer I	MAY L. BORJAL	EZEKIEL BACUÑO
Division Education Program Supervisor for LRMDS	GINA U. URQUIA, Ph.D.	REYNANTE L. BENITO CECILIA ILLARDE
Division Accountant	KARINA E. MEDINA, CPA	MARIDETH NAVIA
Physical Facilities Coordinator/Division Engineer	Engr. RENANTE L. TEJADA	JOSEPH D. NILO
Division School Health Coordinator	MARIA TERESA S. INDAP, RN	MARICEL R. SUBIDA, DMD
Division WinS Coordinator	MAY ANNE L. AYUDTUD, DMD	MARIPAZ M. LAVIN, RN
Division Child Protection Coordinator	MA. REGAELE A. OLARTE	KING SOLIDINI J. TORRES
Division Sports Coordinator	EDISON C. ENERLAS	EVANGELINE M. AMAN, Ph.D.
DRRM Coordinator	EDUARDO L. KONDO	ROCHELLE A. JIMENEZ



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

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**MEMORANDUM**

**TO: MINISTER, BASIC, HIGHER AND TECHNICAL  
EDUCATION, BARMM  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
DIVISION PLANNING OFFICERS  
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY  
SCHOOL HEADS  
ALL OTHERS CONCERNED**

**FROM: NOLASCO A. MEMPIN**  
Undersecretary for Administration

**NOEL T. BALUYAN**  
Assistant Secretary for Administration  
Officer-in-Charge, Planning Services *N.T.*

**SUBJECT: BASIC EDUCATION INFORMATION SYSTEM (BEIS)  
SCHOOL YEAR 2023-2024 DATA COLLECTION**

**DATE: 08 March 2024**

Pursuant to **DepEd Order (DO) 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.

With this, the Department remains committed to ensuring the collection and generation of quality education data. This data will aid in allocating crucial resources, budgeting, policymaking, monitoring and evaluation, and improving the delivery of quality basic education in the country. This also recognizes and reiterates the vital role of all personnel across all levels of governance in reporting correct data in the system, as well as in producing accurate statistics that will support the successful implementation of priority programs under the MATATAG Agenda.

For information and guidance, attached in this Memorandum are copies of the BEIS Data Gathering Forms for School Year 2023-2024. These forms capture the revisions and additional data elements/information requirements proposed by the program owners and implementers, as shown below:

1. Government Elementary School Profile
2. Government Junior High School Profile
3. Government Senior High School Profile
4. Private School Profile
5. State/Local Universities and College Profile

Public integrated schools, private schools, and State/Local Universities shall provide information only applicable to them in the abovementioned BEIS data gathering forms.

**A. Guide in reporting select data/information requirements in BEIS SY 2023-2024**

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

The implementation of shifting means that there is an existing shortage of the number of classrooms and/or teachers that necessitates conducting classes of different grade levels like in the morning or afternoon.

Illustration A:

Due to limited number of rooms in School A, its school head decided that Grades 7 and 9 will conduct their classes in the morning (06:00 a.m. to 12:00 nn) while classes for Grades 8 and 10 will start in the afternoon (01:00 p.m.

to 07:00 p.m.). 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 (06:00 a.m to 10:00 a.m); Grades 3-4 (10:00 a.m. to 02:00 p.m.); and Grades 5-6 (02:00 p.m. to 06:00 p.m.). 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 counselors or mental health coordinators or social worker involved in the case of the learners. Please refer to Annex A, Section III of OUOPS No. 2023-06-7518 for interim guidelines on validation of data regarding suicide incident reporting.
  
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."
  
7. In 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, the following shall be counted to both levels (i.e., elementary, and junior high school or junior high school and senior high school).

## B. 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-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 MOOE	Information Technology Officer
Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel details	Finance Personnel
School Health Nutrition including solid waste management, tobacco control	Education Facilities Personnel/Legal Officer
School Sports	Health and Nutrition Personnel
School Government Program	Sports Coordinator
School Government Program (Youth Formation, SPG, SSG)	SPG Coordinator
	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.

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.

### C. TIMELINES

Activities	Schedule
Start of BEIS SY 2023-2024 Encoding	March 25, 2024
End of BEIS SY 2023-2024 Encoding	May 31, 2024
Data Validation	May 1-31, 2024

For any clarifications, please do not hesitate to contact the Planning Service-Education Management Information System Division through their email address [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).