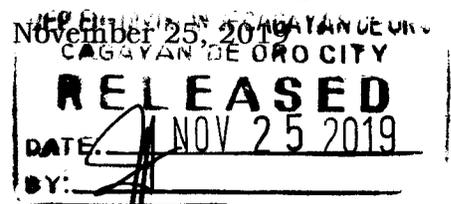




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

School Governance and Operations Division

Division Memorandum
No. 951 s. 2019



UPLOADING OF PRIVATE SCHOOL PROFILES IN THE BEIS

To: All School Heads/Administrators
Private Elementary and Secondary Schools
Tech-Voc Schools Offering Senior HS
This Division

1. Relative to the deployment of the uploading facility in the Basic Education Information System (BEIS), all private elementary, secondary and tech-voc schools offering senior high school shall download, accomplish and upload the accomplished official School Profile templates at beis.deped.gov.ph on or before December 6, 2019.
2. BEIS Coordinators are reminded to use the school head account for the downloading and uploading of the said School Profile.
3. Attached is the User Guide for your reference.
4. For strict compliance.

For: 
CHERRY MAE L. LIMBACO,
Schools Division Superintendent



BEIS Uploading: School Profile Facility

SCHOOL PROFILE FACILITY

A facility that will allow the following:

A. For School

- a. Download the appropriate template based on school's COC
- b. Upload the downloaded template to submit school profile

B. For Divisions and Regions

- a. Monitor schools who have already uploaded their school profile.

C. New form names based on school's COC

- a. *Public Elementary* - GESPv2019.10.31
- b. *Public Junior High School* - GJHSPv2019.10.31
- c. *Public Senior High School* - GSHSPv2019.10.31
- d. *Private Schools* - PSPv2019.10.31
- e. *SUC/LUC Schools* - SLUCv2019.10.31

THE GUIDELINES

- A. Only the **School Head** user account will be able to download the **School Profile template** and upload it once it has been accomplished.
- B. Only template/s downloaded from the BEIS website can be uploaded.
- C. Users can upload their accomplished School Profile template as many times as needed; however, only data from the latest uploaded version will be saved in the database.
- D. User can change the file name of the template.
- E. Template/s available for downloading will be based on the school's COCs.
- F. **Fill in the white cells only.**
- G. The system will allow uploading of template with incomplete data. Any blank data cells (with numeric value) will be converted to zero (0) in the database

H. Fill out data cells manually. *Strictly no using of copy and paste, cut and paste, or drag and drop.*

I. Data cells requiring numeric values:

- a. Input whole number for data cells requiring whole number. Example: Age profile.

Table 8. SIS LEARNERS WITH DISABILITIES (LWDs) AGE PROFILE DATA, SY 2019-2020 (As of June 30, 2019)

Age	Grade 11		Grade 12		TOTAL (Grades 11-12)	
	Male	Female	Male	Female	Male	Female
Below 15	5				5	0
15	5				5	0
16	5				5	0
17	5				5	0
18	5				5	0
19	5				5	0
20	5				5	0
21	5				5	0
22	5				5	0
23	5				5	0
24	5				5	0
25 & Above	5				5	0
TOTAL	60	0	0	0	60	0

- b. Input decimal numbers for data cells requiring decimal numbers. Example: Amount

Table 24. MOOE ALLOCATION, UTILIZATION AND LIQUIDATION FROM JANUARY 2018 TO DECEMBER 2018

MOOE	Amount in PhP
Allocation	50000.10
Utilization	50000.00
Liquidation	50000.00

1. **Maintenance and Other Operating Expenses (MOOE)** - is the allocated funds for public elementary and secondary schools that can be spent on activities and necessities (i.e. electricity and water) that support learning programs and help maintain a safe and healthy environment in schools.
2. **MOOE Allocation** - refers to the MOOE provided for the previous fiscal year.
3. **MOOE Utilization** - refers to the amount of MOOE utilized from the MOOE allocation of the previous fiscal year.
4. **MOOE Liquidation** - refers to the amount of MOOE liquidated from the MOOE utilized from the MOOE allocation of the previous fiscal year.

J. Checkboxes options:

- a. Any checkbox options where “Yes” and “No” options were both selected, this will be considered as “Yes”

1. Are there internet service providers in the area? Yes No

- b. For checkbox options with related data fields, if “Yes” is selected, related field/s must be filled in with value greater than 0.

Box 1. LEARNING ACTION CELL (LAC) SESSION, SY 2019-2020
(Please provide appropriate answers)

1. Do you conduct LAC Session/s in your school	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If Yes, indicate the number of LAC Session/s conducted:		
1.a. Conducted last SY 2018-2019	<u>5</u>	
1.b. Planned to be conducted this SY 2019-2020	<u>5</u>	

- c. If both “Yes” and “No” options are not selected, this will be treated automatically as “No”

Box 2. ACTION RESEARCH, SY 2019-2020
(Please provide appropriate answers)

1. Do you conduct Action Research in your school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, indicate the number of Action Research conducted:		
1.a. Completed last SY 2018-2019	<u> </u>	
1.b. On-going	<u> </u>	
1.c. To be conducted	<input type="text"/>	

K. Dates can be inputted as text (i.e., Oct. 30, 2019 or 10/30/2019, 10 30 2019)

L. Observe validation on data cells. Example:

Table	Remarks
SchInfo	School ID inputted in the template will be check based on the School ID associated in the user account.
Table 6 (GESP Form) Table 4 (GJHSP Form)	Number of classes should be less than the total enrolment.
Table 14 (GESP Form) Table 12 (GJHSP Form)	Column 12 must tally in entries in Column 2

THE PROCESS

1. Go to **BEIS** website <http://beis.deped.gov.ph/> and log in using the LIS School Head account.

2. Click the **UPLOAD** tab.

3. Download the School Profile template/s

Upload

SY 2019-2020 School Profile Templates

<p># School Profile</p> <p>1 Government Elementary School Profile</p> <p>2 Government Junior High School Profile</p> <p>3 Government Senior High School Profile</p>	<p style="text-align: center; margin: 0;">Download Current Version</p> <p style="margin: 5px 0;"> Download GESPv2019.10.31.xlsx </p> <p style="margin: 5px 0;"> Download GJHSPv2019.10.31.xlsx </p> <p style="margin: 5px 0;"> Download GSHSPv2019.10.31.xlsx </p>
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Select the appropriate template and download. Please accomplish and upload to the next panel.

4. Accomplish the downloaded template

Republic of the Philippines
DEPARTMENT OF EDUCATION
PLANNING SERVICE
Education Management Information System Division

GOVERNMENT SENIOR HIGH SCHOOL (SHS) PROFILE

INSTRUCCIONES

This form shall be accomplished by the head of all government secondary schools. In the case of schools with annexes, extensions, etc., a separate school profile form shall be accomplished by every annex, extension, etc.

The head of the school shall sign the forms certifying to the correctness of the data, and shall be responsible and accountable for any inaccurate or false data/information reported. He/She shall submit the accomplished forms to the respective Schools Division Office (SDO).

Important: Read the definitions/instructions found at the bottom of each table before filling up the form. No item should be left blank. Instead, "zero (0)" or "not applicable (n/a)" shall be written. Shaded boxes shall not be filled.

SCHOOL INFORMATION
SY 2019-2020

<p>School Name : _____ <i>(Mandatory Box)</i></p> <p>_____ <i>(Previous Name, if any)</i></p> <p>Address : _____ St. _____ Municipality/City _____ Province _____ Zip Code _____</p>	<p>Region : _____</p> <p>Division : _____</p> <p>Legislative District : _____</p> <p>Telephone Number : _____</p> <p>Mobile Number : _____</p> <p>Fax Number : _____</p> <p>Website (if any) : _____</p> <p>E-Mail Address : _____</p> <p>Date Established : _____</p>
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Please check () if the school is:

an Annex/Extension School (Please indicate Mother School)

an Implementing Unit (has book of accounts or has fiscal autonomy)

If check (), should have any of the Annex position: Accountant & Senior Bookkeeper or Disbursing Officer # in Table 10.

Certified True and Correct by:

School Hk : _____
(Signature Over Printed Name) / Date

Position T : _____

Validated by Planning Officer # (PRS-SGOE):

_____ *(Signature Over Printed Name) / Date*

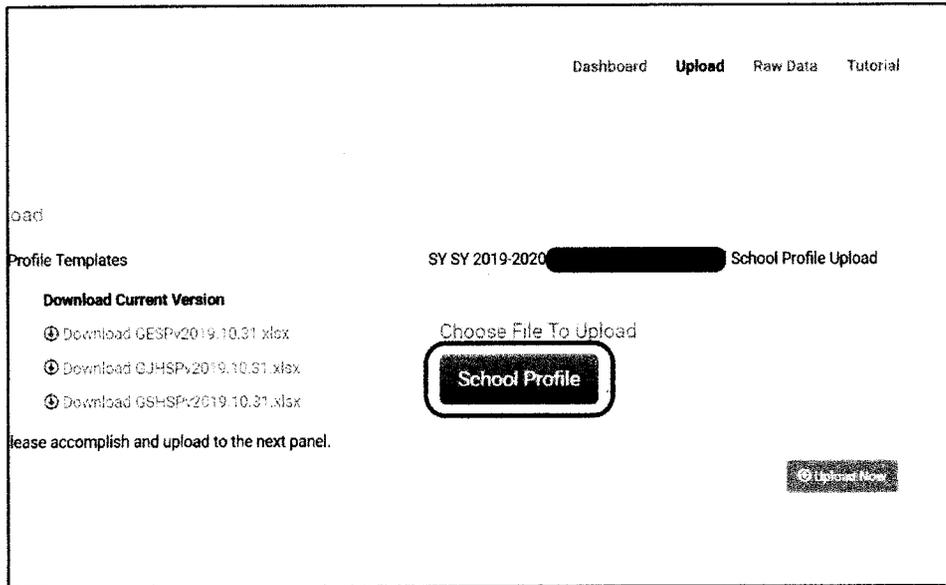
Heard by the Schools Division Office:

Head of the Office : _____
(Signature Over Printed Name) / Date

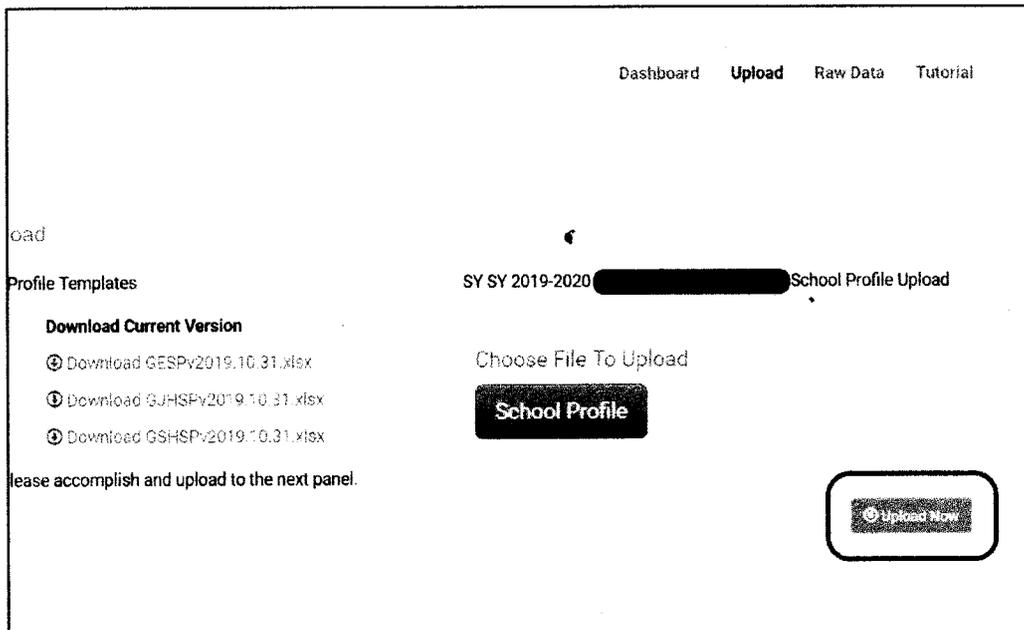
Position Title : _____

SchInfo
Table5a
Table5b
Table6a
Table6b
Table7
Table8
Table9a

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



6. Click the **UPLOAD NOW** button



If there are errors found in the uploaded template:

- a. A notification message will be displayed: *“Error(s) found. Please check the errors from the table below”*.

The screenshot shows the 'School Profile Upload' page. At the top, there is a notification box with a red error icon and the text: "Error(s) found. Please check the errors from the table below." Below this, there is a 'Choose file to upload' section with a 'School Profile' button. At the bottom, there is a 'TEMPLATE ERRORS' table.

#	Variable	Incorrect Values	Sheet/Cell Address	Error Message
1	schoolid	NULL VALUE	BLANK School ID	Please enter a valid School ID

- b. A table (TEMPLATE ERRORS) will be displayed to list the errors found in the uploaded template.

This screenshot is identical to the one above, showing the 'School Profile Upload' page with the error notification and the 'TEMPLATE ERRORS' table.

#	Variable	Incorrect Values	Sheet/Cell Address	Error Message
1	schoolid	NULL VALUE	BLANK School ID	Please enter a valid School ID

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

The screenshot shows the 'School Profile Upload' page. On the left, there is a list of templates under 'Download Current Version':

#	School Profile	Download Current Version
1	Government Elementary School Profile	Download GESSPS 2019-10-31.xlsx
2	Government Junior High School Profile	Download GJHS 2019-10-31.xlsx
3	Government Senior High School Profile	Download GSHS 2019-10-31.xlsx

Below the list, it says: 'Select the appropriate template and download. Please accomplish and upload to the next panel.'

On the right, a notification box displays: '✓ School Profile Successfully Uploaded'. Below it, there is a 'Choose File To Upload' section with a 'School Profile' button and a 'Proceed' button.

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

The screenshot shows the 'Dashboard' for 'School Profile Upload'. It displays '3 School Profiles Uploaded'.

#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	Government Elementary School Profile	2019-2020	2019-10-02 09:12:37	78275	2019-10-16 02:53:51	78275	<input type="button" value="RELOAD"/> <input type="button" value="RELOAD"/> <input type="button" value="RELOAD"/>
2	Government Junior High School Profile	2019-2020	2019-10-31 02:52:22	78275	2019-10-31 02:52:50	.	
3	Government Senior High School Profile	2019-2020	2019-10-31 02:58:16	78275	2019-10-31 02:58:25		

School can no longer upload the school profile template/s once it has been validated by the Division Planning Officer (DPO).

The screenshot shows the 'Dashboard' for 'School Profile Upload'. It displays '3 School Profiles Uploaded'.

#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	Government Elementary School Profile	2019-2020	2019-10-02 09:12:37	78275	2019-10-31 02:44:29	78275	<input type="button" value="RELOAD"/> <input type="button" value="RELOAD"/> <input type="button" value="RELOAD"/>
2	Government Junior High School Profile	2019-2020	2019-10-31 02:52:22	78275	2019-10-31 02:44:30		
3	Government Senior High School Profile	2019-2020	2019-10-31 02:58:16	78275	2019-10-31 02:44:30		

For reversion request, kindly contact your respective DPO.