


Division Memorandum

No. 906 s. 2019

Uploading of Public School Profiles in the BEIS

To: All School Heads
Public Elementary and Secondary Schools
This Division

1. Relative to the deployment of the uploading facility in the Basic Education Information System (BEIS), all public elementary, junior and senior high schools are advised to get the copy of their validated School Profiles in the SGOD-Planning & Research Section.
2. Using the school head account, BEIS coordinators shall download, accomplish and upload the accomplished official School Profile templates at <http://beis.deped.gov.ph/>. Deadline for uploading shall be on November 15, 2019.
3. Attached is the User Guide for your reference.
4. For strict compliance.


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. SHS 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

- 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.
- MOOE Allocation** - refers to the MOOE provided for the previous fiscal year.
- MOOE Utilization** - refers to the amount of MOOE utilized from the MOOE allocation of the previous fiscal year.
- 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? Yes No

If Yes, indicate the number of LAC Session/s conducted:

1.a. Conducted last SY 2018-2019	5
1.b. Planned to be conducted this SY 2019-2020	5

- 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? Yes No

If Yes, indicate the number of Action Research conducted:

1.a. Completed last SY 2018-2019	
1.b. On-going	
1.c. To be conducted	

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.

Please sign in

Username

Password

Sign in

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

2. Click the **UPLOAD** tab.

Dashboard **Upload** Raw Data Tutorial

SY SY 2019-2020 School Profile Upload

Choose File To Upload

School Profile

Upload Now

Profile Templates

Download Current Version

- Download GESPV2019.10.31.xlsx
- Download GJHSPV2019.10.31.xlsx
- Download GSHSPV2019.10.31.xlsx

Please accomplish and upload to the next panel.

3. Download the School Profile template/s

Upload

SY 2019-2020 School Profile Templates

#	School Profile	Download Current Version
1	Government Elementary School Profile	Download GESPv2019.10.31.xlsx
2	Government Junior High School Profile	Download GJHSPv2019.10.31.xlsx
3	Government Senior High School Profile	Download GSHSPv2019.10.31.xlsx

Select the appropriate template and download. Please accomplish and upload to the next panel.

4. Accomplish the downloaded template

School ID:

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

GOVERNMENT SENIOR HIGH SCHOOL (SHS) PROFILE

INSTRUCTIONS

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.

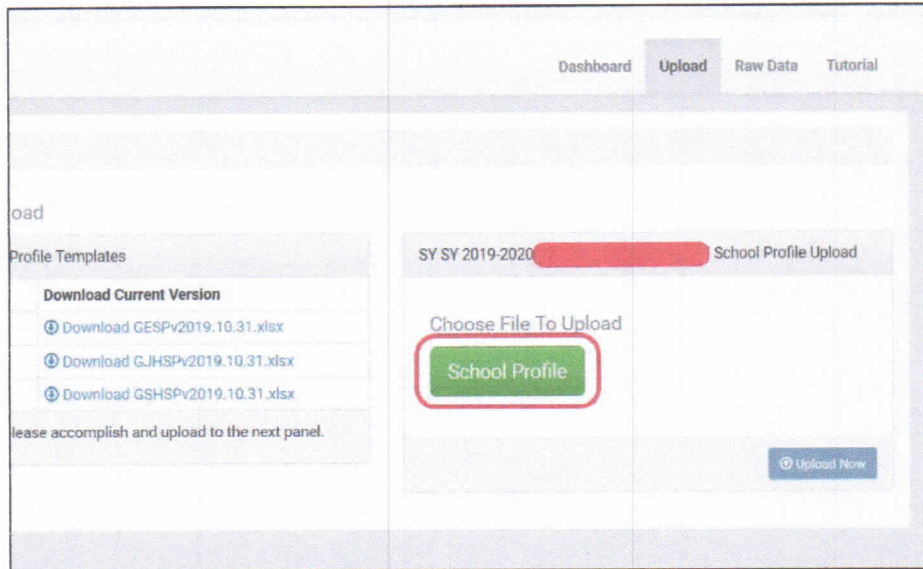
The head of the school shall sign the forms certifying to the correctness of the data, and shall be responsible and accountable for any inaccuracy or false data information reported. He/she shall submit the accomplished forms to the respective Schools Division Office (SDO).

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.

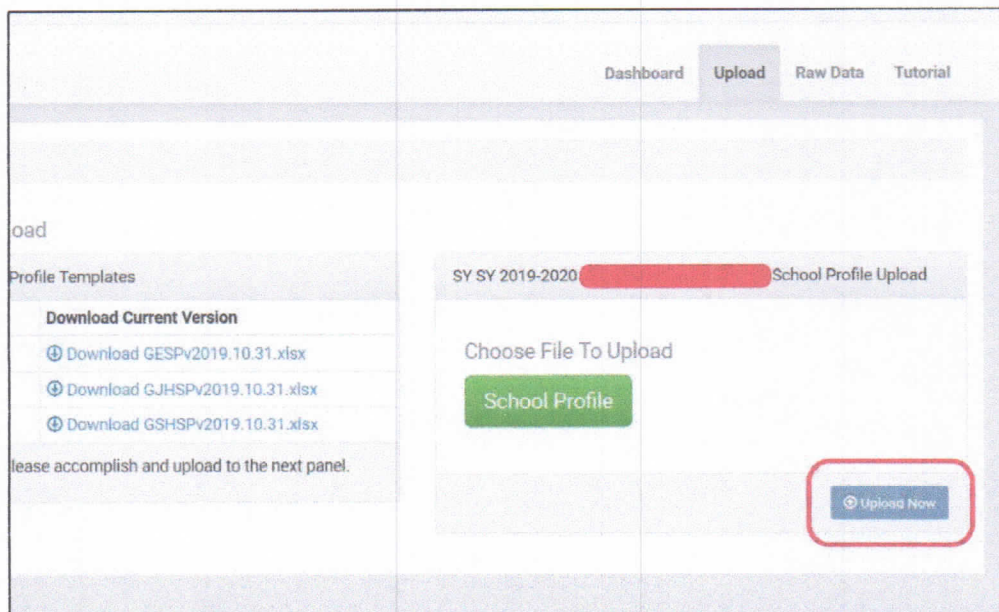
SCHOOL INFORMATION
SY 2019-2020

<p>School Name <input type="text"/> <i>(Official Name)</i></p> <p><input type="text"/> <i>(Previous Name, if any)</i></p> <p>Address: No. <input type="text"/> Street/Alto/Passo <input type="text"/> Barangay <input type="text"/> Municipality/City <input type="text"/> Province <input type="text"/> Zip Code <input type="text"/></p> <p>Please check (✓) if the school is: <input type="checkbox"/> an Annex/Extension School (Please indicate Mother School: <input type="text"/>) <input type="checkbox"/> an Implementing Unit (has book of accounts or has fiscal autonomy) <i>If check (✓), should have sig of the finance position: Accountant I, Senior Bookkeeper or Disbursing Officer II in Table 10.</i></p> <p>Certified True and Correct by: School He: <input type="text"/> <i>(Signature Over Printed Name) / Date</i></p> <p>Position: <input type="text"/></p>	<p>Region <input type="text"/></p> <p>Division <input type="text"/></p> <p>Legislative District <input type="text"/></p> <p>Telephone Number <input type="text"/></p> <p>Mobile Number <input type="text"/></p> <p>Fax Number <input type="text"/></p> <p>Website (if any) <input type="text"/></p> <p>E-Mail Address <input type="text"/></p> <p>Date Established <input type="text"/></p> <p>Validated by Planning Officer III (PRS-SGDD): <input type="text"/> <i>(Signature Over Printed Name) / Date</i></p> <p>Noted by the Schools Division Office: Head of the Office: <input type="text"/> <i>(Signature Over Printed Name) / Date</i></p> <p>Position Title: <input type="text"/></p>
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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. A notification message at the top right states: "Error(s) found! Please check the errors from the table below." Below this, there is a section for 'TEMPLATE ERRORS (Please fix these errors and reupload your excel file)'. The table below details the error:

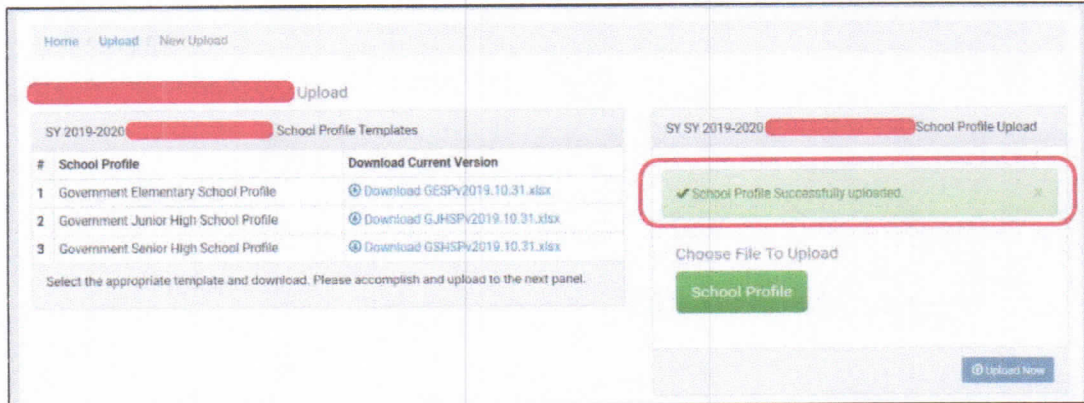
#	Variable	Incorrect Values	Sheet/Cell Address	Error Message
1	sch_id	NULL VALUE	BLANK School ID	Please enter a valid School ID

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

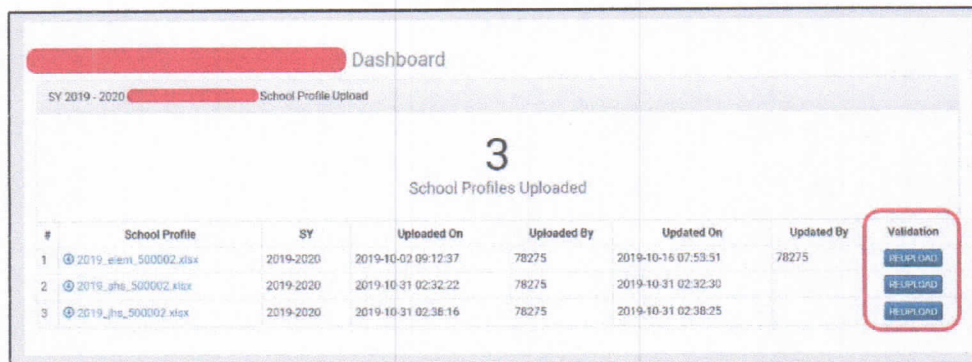
This screenshot is similar to the first one, but the 'TEMPLATE ERRORS' table is highlighted with a red border. The table content is identical to the one in the previous screenshot:

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

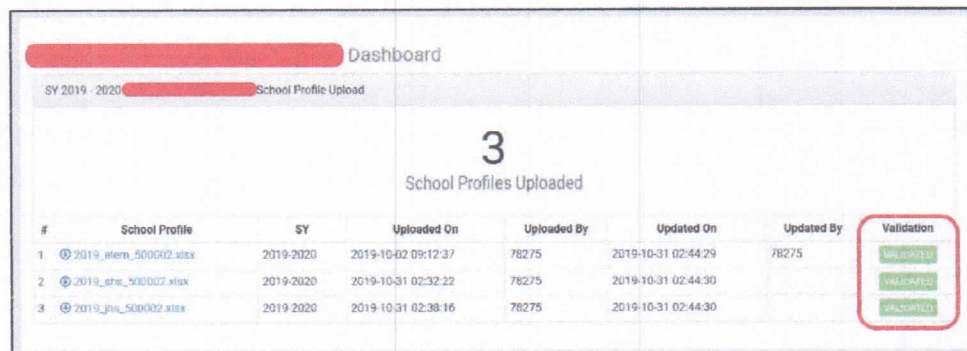
If the uploaded template has no errors, a “School Profile Successfully uploaded” notification message will be displayed.



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



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



For reversion request, kindly contact your respective DPO.