



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

April 10, 2025

DIVISION MEMORANDUM

No. **099**, s. 2025

**ANNUAL DATA COLLECTION, UPLOADING, AND VALIDATION OF BASIC
EDUCATION INFORMATION SYSTEM (BEIS) FOR SCHOOL YEAR 2024-2025**

To : Asst. Schools Division Superintendent
All Elementary & Secondary School Heads
President, St. Dominic College of Batanes, Inc.
Division Program Owners/Focal Person
Division Planning Officer
All Others Concerned

1. Pursuant to DepEd Order No. 27, s. 2019 titled **Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes**, this Office directs all public and private schools offering basic education to update their school profile and other data elements using the prescribed data gathering forms downloadable from the BEIS/LIS platform.
2. The following are the BEIS data gathering forms to be accomplished and submitted to this Office on or before **April 25, 2025, Attn.: Division Planning Unit**:
 - a) Government Elementary School Profile (GESP)
 - b) Government Junior High School Profile (GJHSP)
 - c) Government Junior High School Profile (GSHSP)
 - d) Private School Profile (PSP)
3. Public integrated, and private schools shall provide information only applicable to them in the abovementioned BEIS data gathering forms.
4. All School Heads shall be guided accordingly by the following instructions/reminders in the proper reporting of data elements:
 - a) *Integrated Schools (elementary and secondary) that share the same facilities such as water supply, electrical supply, internet connectivity, and wash facilities shall report the same data at all levels.*
 - b) *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.*

- c) 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.
- d) **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 the 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 n.n.) while classes for Grades 8 and 10 will start in the afternoon (01:00 p.m. 07:00 p.m.). in this scenario, the school is implementing shifting, particularly **two (2) shifts**.

Illustration B:

With a very large enrolment 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 (3) shifts**.

- e) **For suicide and attempted suicide, only cases with proper documentation can be reported.** Cases related to suicide can only 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.
- f) The standards for group handwashing facilities entail that such facilities can accommodate at least 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".
- g) For **Saint Dominic College of Batanes, Inc. as a private institution**, if the computers, toilets, laboratories, classrooms, and other facilities are commonly used or shared by different grade levels or levels 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).

5. Data validation on the data elements required in the form shall be jointly done by the Division Program Focal Person and the Division Planning Officer. The Division 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	Information Technology Officer
MOOE	Finance Personnel
Instructional/ Non-instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel details	Education Facilities Personnel/ Legal Officer
School Health Nutrition including solid waste management, tobacco control	Health and Nutrition Personnel
School sports	Sports Coordinator
School Government Program	SPG Coordinator
School Government Program (Youth Formation, SPG, SSG)	Youth Formation Coordinator

6. Online/on-site validation and provision of technical assistance shall be done by the Division Planning Officer 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.

7. School Heads are reminded that they shall be responsible for validating the accuracy and correctness of the data reported by their school.

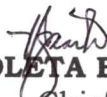
8. All public school teachers/personnel involved in the conduct of the activity are entitled for an overtime (OT)/service credit during weekdays, weekends, and holidays when necessary to meet the target schedules :

At the school level, these OT services can be converted to service credits as provided in DepEd Order No. 58, s. 2008 *“Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education System”*, DepEd Order No. 10, s. 2009 *“Addendum to DepEd Order No. 58, s. 2008 “Authority to Grant Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education Information System (BEIS)”*, and DepEd Order No. 30, s. 2016 *“Policies and Guidelines on Overtime Services and Payment in the Department of Education”*.

9. Immediate and widest dissemination of this Memorandum to all concerned is desired.

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent


VIOLETA B. GASILAO
Chief, CID
Officer-in-Charge

Encl:

Reference: DepEd Order No. 27, s. 2019

To be indicated in the Perpetual Index
under the following subjects:

DATA
FORMS
LEARNERS
PROGRAMS
BASIC EDUCATION
ELEMENTARY EDUCATION
JUNIOR HIGH SCHOOL
SENIOR HIGH SCHOOL
PRIVATE EDUCATION

SGOD/mjn/orc/DM-BEIS SY2024-2025
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