



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

March 25, 2024

DIVISIONAL MEMORANDUM

No. 110, s. 2024

BASIC EDUCATION INFORMATION SYSTEM (BEIS) AND NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR SCHOOL YEAR 2023-2024 DATA COLLECTION

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
Other Concerned Personnel
This Division

1. In reference to DepEd Order No. 27, s. 2019 (Guidelines on Yearly Collection of Data/Information Requirements and Validation Processes), this Division directs all public and private schools to accomplish the data gathering forms and upload them in the system on or before April 19, 2024.

2. For information and guidance, attached in this Memorandum are the working documents. As these documents are not yet final, these can still be used as guide for advance data collection. These forms capture the revisions and additional data elements/information requirements proposed by the program owners and implementers, as shown below:

- a. Government Elementary School Profile - <https://tinyurl.com/GESP2023-2024>
- b. Government JHS Profile - <https://tinyurl.com/GJHSP2023-2024>
- c. Government SHS Profile - <https://tinyurl.com/GSHSP2023-2024>
- d. Private School Profile - <https://tinyurl.com/PSP2023-2024>
- e. National School Building Inventory (NSBI) for Public Schools - TBA

3. All school heads shall be guided accordingly by the following instructions in the proper reporting of data:

- a. Integrated schools that share the same facilities such as water, 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 elementary, junior high school and senior high school, the average cost of monthly bills shall be the same for all levels.
- c. The number of computers 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 junior high schools.



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- d. For suicide and attempted suicide, only cases with proper documentation from any of the authorities, medical officers, guidance counselors, mental health coordinators, or social workers can be reported.
- e. 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 secondary. Existing facilities that do not meet these standards or fall below them shall be categorized as facilities for individual handwashing.

4. The following SDO program focal persons shall jointly validate the **public elementary, junior high, and senior high school** profiles and shall sign the forms to ascertain that the data reported are correct and validated:

Data Elements	Division Focal Person
Curriculum-related data: a. Indigenous People b. Muslim c. Special Education d. Multigrade e. Learning Resources	CID Personnel: a. Rowell C. Villarubia b. Eulalio C. Rupinta c. Letecia D. Tatoy d. Rose Mary R. Abapo e. May P. Edullantes Additional validator: PSDS
DRRM and other related activities	Arlene C. Via Alternate Validator: Rhona M. Agustin
Teaching and Non-Teaching Personnel	Adda Liza J. Saquin Mary Joy G. Doromal Alternate Validators: Maita Shane P. Decipulo Jeanelei L. Carolino
Computer and ICT	Regie A. Catedral
MOOE	Maricel D. Avila Alternate: two (2) finance personnel
Instructional/Non-Instructional rooms including electricity, water, and other sanitation facilities, school location, travel details	Engr. Eric Paul M. Catulong Engr. Orvin Joel T. Gayosa Atty. Vincent Sheldon A. Zabala
School Health Nutrition data:	SHN Personnel:



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a. Oral Health	a. Dr. Ernesto Anteola Jr./ Dr. Cesar C. Bagaloyos, Sr.
b. Medical and Nursing Services	b. Lynneth E. Bajao
c. Mental Health	c. Lourben Mae O. Lumasag
d. Cancer Cases	d. Ebenezer Bud L. Bangcong
e. Adolescent Reproductive Health	e. Anne Soraida G. Rosario
f. Tobacco Control	f. Ebenezer Bud L. Bangcong
g. Preventive Drug Education	g. Ebenezer Bud L. Bangcong
h. Feeding Program	h. Salome T. Villa
i. Food Handling	i. Mario Christino D. Lumantas
j. Solid Waste Management	j. Mario Christino D. Lumantas
k. Operation and Maintenance of Sanitation Facilities	k. Salome T. Villa
l. Menstrual Hygiene	l. Anne Soraida G. Rosario
School Sports	Johnell A. Guangco
School Government Program	Jan Lianne M. Ozaraga
Other data	Rosalyn M. Lato

5. The following SDO program focal persons shall jointly validate the **private school** profiles and shall sign the forms to ascertain that the data reported are correct and validated:

Data Elements	Division Focal Person
e-GASTPE, ICT	Luisander C. Luy
Curriculum-related Data	Federico B. Araniego, Jr.
Teacher and training data	Adda Liza J. Saquin Alternate Validator: Jeanelei L. Carolino
Rooms, facilities, furniture, water, and electrical supplies	Engr. Eric Paul M. Catulong
Health programs	Lourben Mae O. Lumasag
Other data	Ell June S. Abucay

6. The following timelines should be strictly observed by the schools:

- a. Start of BEIS encoding – April 1, 2024
- b. NSBI Orientation – To be announced
- c. End of BEIS encoding – April 19, 2024
- d. Data validation for public schools – May 6 – 10, 2024
- e. Data validation for private schools – April 29, 2024 – May 3, 2024





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Validation Cluster	Schedule	Venue
All Private Schools	April 29, 2024 – May 3, 2024	90%-100% of all schools will be visited
District 8 & 10	May 6, 2024 9:00am – 5:00pm	Gala NHS
District 6 & 7	May 7, 2024 9:00am – 5:00pm	Roman Mabanag Sr. ES
District 2 & 9	May 8, 2024 9:00am – 5:00pm	Malaubang IS
District 3 & 4	May 9, 2024 9:00am – 5:00pm	Gango ES
District 5 & 1	May 10, 2024 9:00am – 5:00pm	Labo NHS

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

8. Queries regarding BEIS can be channeled to Rosalyn M. Lato, Senior Education Program Specialist, and Ell June S. Abucay, Planning Officer III. Furthermore, queries related to NSBI can be channeled to Engr. Eric Paul M. Catulong.

NIMFA R. LAGO, PhD., CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Pp: **DIONESIO L. LIWAGON, JR., CESE** 
Assistant Schools Division Superintendent

Encl.: As Stated
Reference: DO 027-2019
To be indicated in the Perpetual Index
Under the following subjects:

BEIS

DATA COLLECTION

PROFILE

SYSTEM



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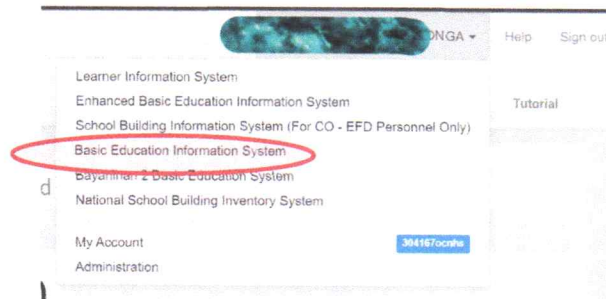


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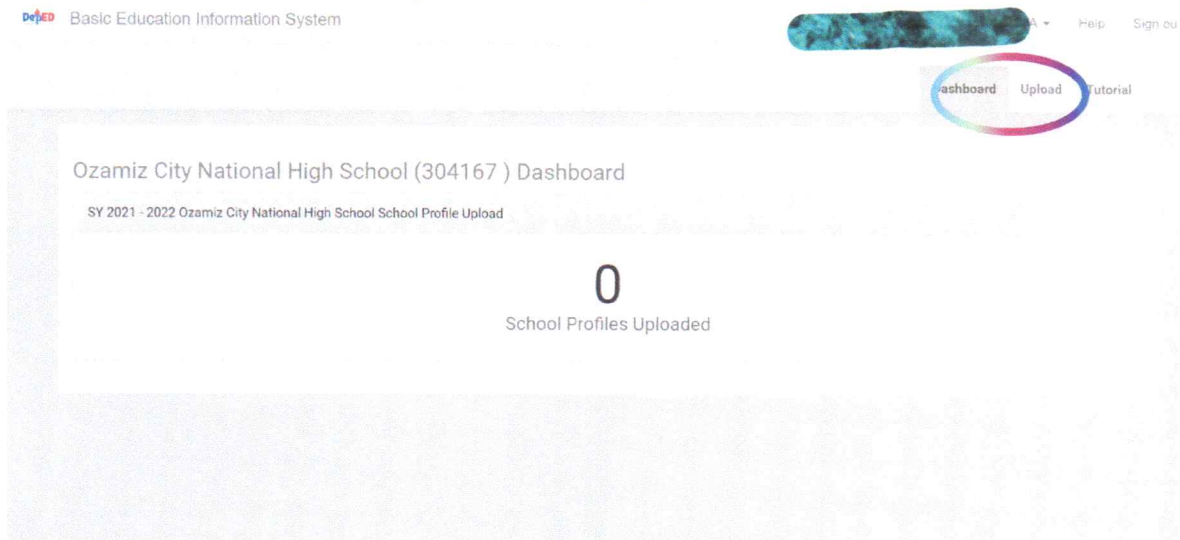
SBC/DM___ BEIS SCHOOL YEAR 2023-2024 DATA COLLECTION

TECHNICAL GUIDE

Step 1: Sign into the Learner Information System (LIS) and select Basic Education Information System (BEIS) as shown below.



Step 2: Go to 'Upload' tab.



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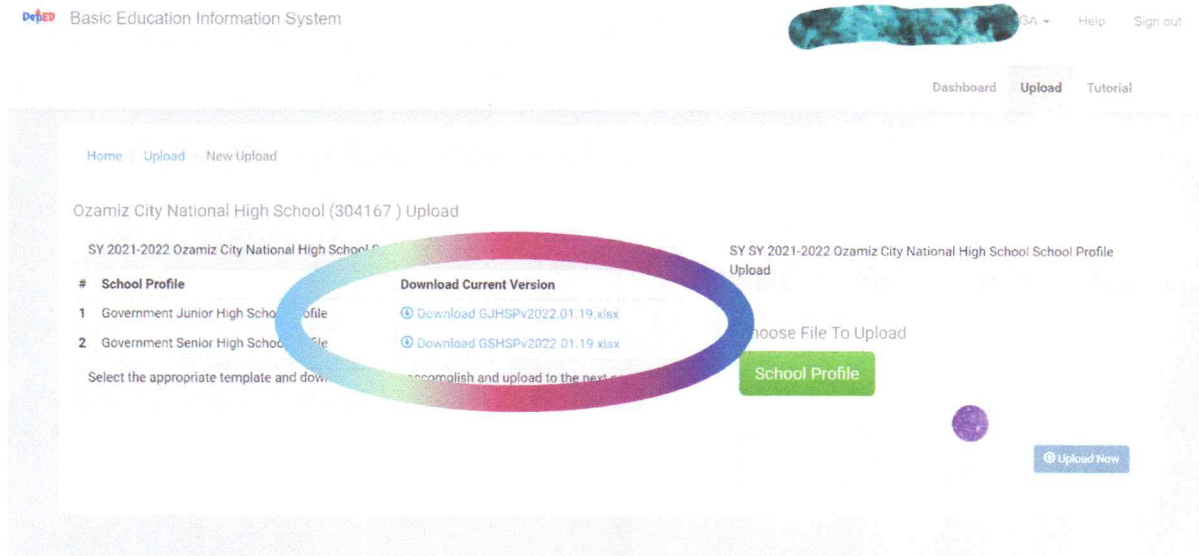


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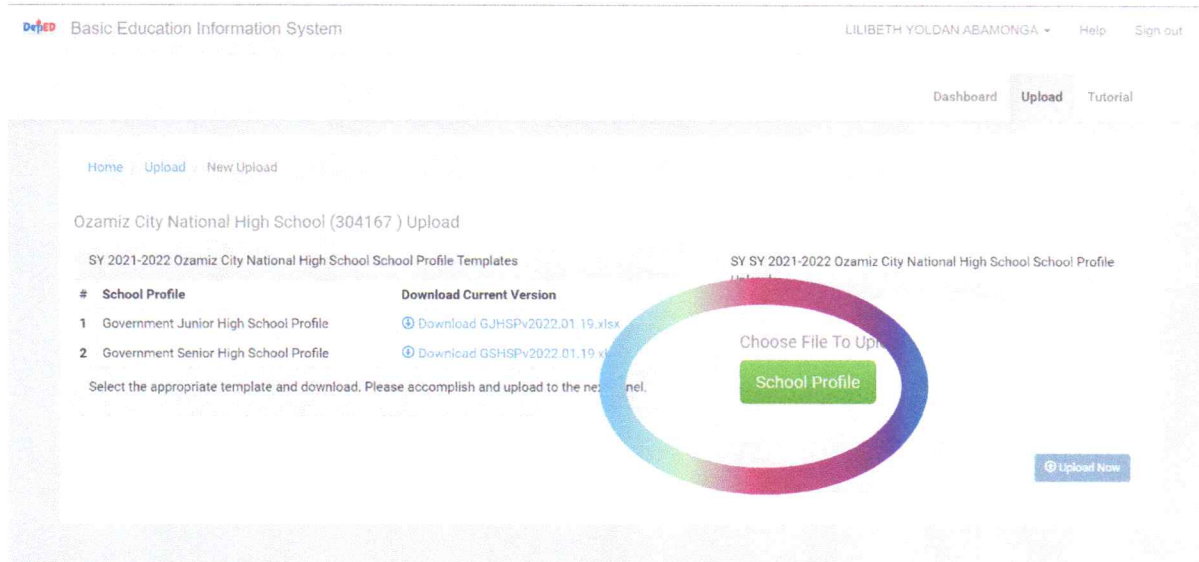


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Step 3: Download the current version of school profile(s) and open the downloaded file. Accomplish the document as soon as possible.



Step 4: After accomplishing the school profile(s), upload it in the same facility as encircled below.



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