



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the School Governance and Operations Division

January 19, 2023

**DIVISION MEMORANDUM**

No. **0029**, s. 2023

TO: Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
Education Program Supervisor  
Public Schools District Supervisors  
Public and Private Secondary and Elementary School Heads  
All Others Concerned

**BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA COLLECTION FOR  
SCHOOL YEAR 2022-2023**

1. In relation to the Department Memorandum dated December 5, 2022, attached, **entitled: Basic Education Information System (BEIS) Data Collection for SY 2022-2023**, which is self-explanatory, all public and private schools are directed to participate in the data collection.
2. In this connection, this office thru the SGOD - Planning and Research will conduct a District Training of Trainers (DTOT) Orientation on January 31, February 1, 2 & 3, 2023 (in 4 batches) at Reynas the Haven and Garden, Calceta St., Tagbilaran City. *(please see attached list of participants)*
3. Identified participants shall roll-out and organize a team in the district that will validate and check the gathered data of each school, parallel to the data elements below, before uploading the School Profiles (GESP/GJHSP/GSHSP/PSP) to the system:

Data Elements	
1. Curriculum – related data on learners (IP, Muslim Ed, SpEd)	3. Instructional / Non-Instructional Rooms including electricity, water and other sanitation facilities, school location, travel details
2. DRRM and other related	4. School Health Nutrition including



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activities	solid waste management, tobacco control
5. Teaching and non-teaching personnel	8. School Sports
6. Computer, Internet, and other ICT Equipment	9. School Government Program (Youth Formation, SPG, SSG)
7. MOOE	

4. Breakfast will be served as first meal. Training expenses will be chargeable against 2022 HRTD Funds while travelling and other incidental expenses of the participants will be chargeable to school MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination to this memorandum is strictly desired.  
Thank you.

  
**BIANITO A. DAGATAN EdD, CESO V**  
 Schools Division Superintendent



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Retooling of DTOT in the Implementation of Enrolment Related Guidelines

Reynas the Haven and Garden

**Batch 1 - January 31, 2023**

District	PSDS	Elementary School Head	Secondary School Head	Private School	Total per District
ALBURQUERQU	1	3	1	1	6
ALUCIA	1	3	1	1	6
ANDA	1	3	1	1	6
ANTEQUERA	1	3	1	1	6
BACLAYON	1	3	1	1	6
BALILIHAN	1	3	1	1	6
BATUAN	1	3	1	1	6
BIEN UNIDO	1	3	1	1	6
BILAR	1	3	1	1	6
BUENAVISTA 1	1	3	1	1	6
BUENAVISTA 2	1	3	1	1	6
CALAPE	1	3	1	1	6
CANDUJAY	1	3	1	1	6
CARMEN 1	1	3	1	1	6
SDO Officials and Personnel					9
<b>TOTAL</b>	<b>17</b>	<b>51</b>		<b>34</b>	<b>93</b>

**Batch 3 - February 2, 2023**

District	PSDS	Elementary School Head	Private School	Secondary School Head	Total per District
INABANGA NORTH	1	3	1	1	6
INABANGA SOUTH	1	3	1	1	6
JAGNA	1	3	1	1	6
LILA	1	3	1	1	6
LOAY	1	3	1	1	6
LOBOC	1	3	1	1	6
LOON NORTH	1	3	1	1	6
LOON SOUTH	1	3	1	1	6
MABINI	1	3	1	1	6
MARIBOJOC	1	3	1	1	6
PANGLAO	1	3	1	1	6
PILAR	1	3	1	1	6
PRES. C. P. GARCIA	1	3	1	1	6
SAGBAYAN	1	3	1	1	6
SDO Officials and Personnel					6
<b>Total</b>					<b>90</b>

**Batch 2 - February 1, 2023**

District	PSDS	Elementary School Head	Secondary School Head	Private School	Total per District
CARMEN 2	1	3	1	1	6
CARMEN 3	1	3	1	1	6
CATIGBIAN	1	3	1	1	6
CLARIN	1	3	1	1	6
CORELLA	1	3	1	1	6
CORTES	1	3	1	1	6
DAGOHOY	1	3	1	1	6
DANAO	1	3	1	1	6
DAUIS	1	3	1	1	6
DIMIAO	1	3	1	1	6
DUERO	1	3	1	1	6
G-HERNANDEZ	1	3	1	1	6
GETAFE 1	1	3	1	1	6
GETAFE 2	1	3	1	1	6
GUINDULMAN	1	3	1	1	6
SDO Officials and Personnel					9
<b>Total</b>					<b>99</b>

**Batch 4 - February 3, 2023**

District	PSDS	Elementary School Head	Secondary School Head	Private School	Total per District
SAN ISIDRO	1	3	1	1	6
SAN MIGUEL	1	3	1	1	6
SEVILLA	1	3	1	1	6
SIERRA BULLONES	1	3	1	1	6
SIKATUNA	1	3	1	1	6
TALIBON I	1	3	1	1	6
TALIBON II	1	3	1	1	6
TRINIDAD 1	1	3	1	1	6
TRINIDAD 2	1	3	1	1	6
TUBIGON EAST	1	3	1	1	6
TUBIGON WEST	1	3	1	1	6
UBAY I	1	3	1	1	6
UBAY II	1	3	1	1	6
UBAY III	1	3	1	1	6
VALENCIA	1	3	1	1	6
SDO Officials and Personnel					6
<b>Total</b>					<b>96</b>

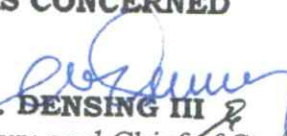


Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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**MEMORANDUM**

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

**FROM:**   
EPIMACO V. DENING III  
Undersecretary and Chief of Staff *mcl*

**SUBJECT:** BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA  
COLLECTION FOR SY 2022-2023

**DATE:** December 05, 2022

**DepEd Order No. 27, 2019** (*Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*) instructed all public and private elementary, junior and senior high schools, as well as state/local universities and colleges (SLUCs) and higher education institutions (HEIs) offering basic education, by accomplishing the data gathering forms and uploading it in the system, shall: (1) update their school profiles; and (2) report other data elements in the Basic Education Information System (BEIS). These data are crucial to the Department's operations in ensuring the availability of accurate and quality data utilized for planning, policymaking, allocation of resources, and setting operational standards.

While waiting for the continuing development of the online BEIS data collection, the same data elements in the previous school year's (SY 2021-2022) data gathering forms will be collected and utilized for SY 2022-2023 with **minimal modifications on the year, cut-off dates, definitions, and reminders**. Hence, the Planning Service officially releases the following updated BEIS Data Gathering Forms for SY 2022-2023:

1. Government Elementary School Profile (GESP)
2. Government Junior High School Profile (GJHSP)
3. Government Senior High School Profile (GSHSP)
4. Private School Profile (PSP)
5. State/Local Universities and Colleges Profile (SLUCP)

However, please take note of the following:

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 in 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 same computers are used by both elementary and secondary learners.
4. In private schools and state/local universities and colleges offering elementary, junior high school, and senior high school, the number of computers shall be counted based on **the number of hours the computer is used by a particular level**. For example, if computers are used by learners in junior high school more than the learners in elementary, the computers shall be counted in junior high school.

Also, the Department would like to reiterate the existing provisions on the conduct of data validation as stated in DepEd Order No. 27, s. 2019, directing that the **Division Planning Officers (DPOs), together with the identified focal persons, shall jointly validate the data reported by the schools to ensure accurate and quality data**. For your information and ready reference, please refer to the table below:

<b>Data Elements</b>	<b>Division Focal Person</b>
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 Equipment	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

School heads are also reminded that they are responsible in ensuring the accuracy and correctness of the data reported in both physical and online reporting systems.

The Regional Planning Officers shall provide necessary technical assistance to large and very large divisions. Likewise, they shall monitor the status of participation and submission of all schools division offices under their respective jurisdictions.

In addition, please be mindful of the following cut-off dates:

<b>Activity</b>	<b>Timeline</b>
Data Encoding	January 16, 2023 to April 16, 2023
Data Validation	February 1, 2023 to April 30, 2023
Closing of the System	April 30, 2023
Generation of Reports	May 02, 2023 onwards

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

For your immediate appropriate action.