



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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**Office of the Schools Division Superintendent**

**February 14, 2023**

DIVISION MEMORANDUM  
No. 097, s. 2023

**Basic Education Information System (BEIS) Data Collection for  
SY 2022-2023**

To: Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Planning Officer III  
SEPS, HRD  
Medical Officer III  
Division Accountant III  
Administrative Officer V  
Admin Personnel In-Charge of Teaching & Non-Teaching Database  
Information Technology Officer III  
Education Program Supervisor, SGOD  
Education Program Supervisor, SpEd  
Education Program Supervisor, ALS & IPed  
Education Program Supervisor, LRMDS  
PDO I & 2, Youth Formation and DRRM  
Division Engineer/Physical Facilities Coordinator  
Elementary & Secondary School Heads

**This Division**

1. Pursuant to an unnumbered memorandum from the Office of the Undersecretary and Chief of Staff dated December 5, 2022, **re: Basic Education Information System (BEIS) Data Collection for School Year 2022-2023**, the field is hereby directed to comply the data requested by filling up the School Profile Report Template that can be downloaded through the LIS.






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2. For seamless and efficient compliance of the said report, the schools are advised to diligently observed the details found in Enclosures 1 & 2.
3. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. Immediate and wide dissemination of this memorandum is desired.

  
**VICTOR G. DE GRACIA JR., PhD, CESO V**  
Assistant Regional Director  
and concurrent Officer-In-Charge  
Office of the Schools Division Superintendent

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





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## ENCLOSURE 1. STEPS IN COMPLYING THE SCHOOL PROFILE REPORT

1. Log-In to <https://lis.deped.gov.ph/uis/login> using the School Head's account

2. Using the dropdown menu, select the **Basic Education Information System**

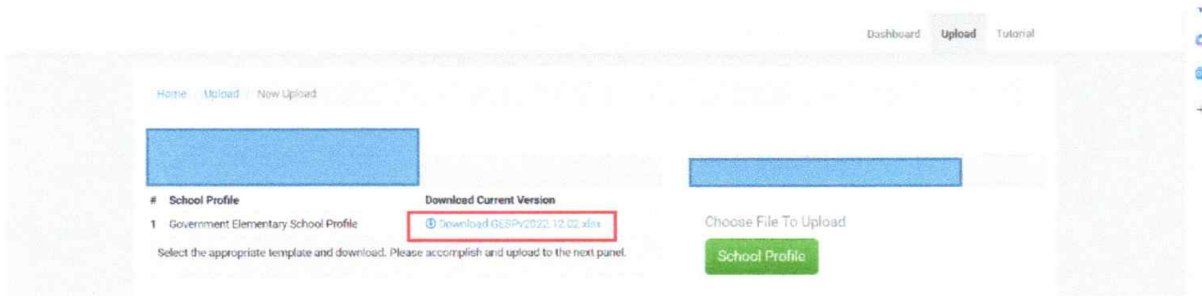
3. Click the **Upload** button.





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4. Click the Downloadable form (blue link)



5. Sample School Profile Report Template in Elementary (JHS & SHS have different colors)

1  
2 GESPY-2022.12.02  
3 School ID:   
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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
PLANNING SERVICE  
Education Management Information System Division

**GOVERNMENT ELEMENTARY SCHOOL PROFILE**

**INSTRUCTIONS**

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

The head of the school shall sign the form 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 out the form. No item shall be left blank. Instead, "zero (0)" or "not applicable (na)" shall be written. Shaded boxes shall not be filled.**

**SCHOOL INFORMATION**  
SY 2022-2023

School Name :  (Optional Name)  
Region :   
Division :





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ENCLOSURE 2. TIMELINE AND SCHEDULE OF VALIDATION AND UPLOADING

Table 2.A. TIMELINE

ACTIVITIES	DATES	PERSONS INVOLVED
Virtual Pre-Work on the accomplishment of the School Profile Report Template. <a href="https://tinyurl.com/yphn85nw">https://tinyurl.com/yphn85nw</a>	March 13, 2023	<ul style="list-style-type: none"><li>• Division Validators</li><li>• School Heads</li><li>• School ICT Coordinators</li></ul>
Accomplishment of the School Profile Report Template	March 14-28, 2023	<ul style="list-style-type: none"><li>• School Heads</li><li>• School ICT Coordinators</li></ul>
Online Submission of the School Profile Report. <a href="https://tinyurl.com/ybxujk9w">https://tinyurl.com/ybxujk9w</a>	March 29-31, 2023	<ul style="list-style-type: none"><li>• School Heads</li><li>• School ICT Coordinators</li></ul>
Pre-Validation Checking	April 1-2, 2023	<ul style="list-style-type: none"><li>• Division Validators</li></ul>
Virtual Validation/Finalization of the School Profile Report. <a href="https://tinyurl.com/yphn85nw">https://tinyurl.com/yphn85nw</a>	April 3-5, 2023	<ul style="list-style-type: none"><li>• Division Validators</li><li>• School ICT Coordinators</li></ul>
Uploading of the School Profile Report to the LIS		





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**Table 2.B. SCHEDULE OF VIRTUAL VALIDATION AND UPLOADING**

DATE	GROUPINGS	TIME	SCHOOLS	LINK
APRIL 3, 2023	CLUSTER I	8:00-9:00AM	AMOROS ES	<a href="https://tinyurl.com/yphn85nw">https://tinyurl.com/yphn85nw</a> Microsoft Teams
		9:00-10:00AM	COGON NHS	
		10:00-11:00AM	HIMAYA ES	
		11:00-12:00NN	HINIGDAAN NHS	
		1:00-2:00PM	MOLUGAN NHS	
		2:00-3:00PM	SAMBULAWAN NHS	
		3:00-4:00PM	SINALOC ES	
		4:00-5:00PM	ULALIMAN ES	
APRIL 4, 2023	CLUSTER II	8:00-9:00AM	BOLISONG ES	
		9:00-10:00AM	EL SALVADOR CITY CS	
		10:00-11:00AM	HIMAYA NHS	
		11:00-12:00NN	KALABAYLABAY IS	
		1:00-2:00PM	PEDRO SA. BACULIO ES	
		2:00-3:00PM	SFDAES	
		3:00-4:00PM	SINALOC NHS	
APRIL 5, 2023	CLUSTER III	8:00-9:00AM	COGON ES	
		9:00-10:00AM	ECNHS	
		10:00-11:00AM	HINIGDAAN ES	
		11:00-12:00NN	MOLUGAN CS	
		1:00-2:00PM	SAMBULAWAN ES	
		2:00-3:00PM	SFDANHS	
		3:00-4:00PM	TAYTAY ES	

