



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II

Office of the Schools Division Superintendent

15 May 2024

DIVISION MEMORANDUM

NO.: 236, S. 2024

**BASIC EDUCATION INFORMATION SYSTEM (BEIS) SCHOOL YEAR 2023-2024
DATA COLLECTION**

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
Private Elementary and Secondary School Heads
BEIS Division Program Focal Persons
All Others Concerned

1. Pursuant to the memorandum received from the Office of the Undersecretary for Administration of the DepEd Central Office titled Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes, all public and private schools including State/Local Universities and Colleges offering basic education in the region are advised to update the school profile and other data elements through the accomplished data gathering forms.
2. This Office remains committed to ensuring the collection and generation of quality education data. This data will aid in allocating crucial resources, budgeting, policymaking, monitoring, and evaluation, and improving the delivery of quality basic education in the region. This also recognizes and reiterates the vital role of all personnel across all levels of accurate statistics that will support the successful implementation of priority programs under the MATATAG agenda.
3. The timelines for the BEIS for SY 2023-2024 encoding are as follows:
 - a. start of BEIS SY 2023-2024 encoding was on March 25, 2024
 - b. end of BEIS SY 2023-2024 encoding will be on May 31, 2024
 - c. data validation will be on May 1-31, 2024
4. In this connection, all schools are requested to upload their respective school profile in the Learner Information System (LIS) and submit two (2) printed copies at the Planning and Research Unit of the Division Office **on or before May 20, 2024.**



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5. As per memorandum from the Office of the Undersecretary for Administration of the DepEd Central Office, all School Heads shall be guided accordingly by the following instructions/reminders in the proper reporting of data:
- 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 at all levels.
 - 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.
 - 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.
 - 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 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 nn) while classes for Grades 8 and 10 will start in the afternoon (01:00 p.m. to 07:00 p.m.). In this scenario, the school is implementing shifting. particularly two shifts.

Illustration B:

With a very large enrollment and limited number of classrooms, School B implemented the following class schedules: Grades 1-2 (06:00 am to 10:00 a.m); Grades 3-4 (10:00 am. to 02:00 p.m.); and Grades 5-6 (02:00p.m. to 06:00 p.m.). Given the circumstances, School B is implementing three shifts.

f. For suicide and attempted suicide, only cases with proper documentation can be reported. Cases related to suicide can only be 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.

g. The standards for group handwashing facilities entail that such facilities can accommodate at least of 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."

h. In private schools and state/local universities and colleges offering elementary, junior high school, senior high school, or any of both levels, if the computers, toilets, laboratories, classrooms, and other facilities are commonly used or shared by different grade levels or level 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).

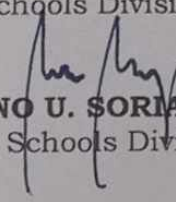
6. For the data validation, the program focal person in the Division shall jointly validate with the Senior Education Program Specialist for Planning and Research their program data. The program focal person shall sign the forms to ascertain that the data reported are correct and validated.

Data Elements	Division Focal Person
Curriculum-related data on learners (IP, Muslim, ED, SPED)	JUPITER L. PETILLA, EdD EPS in-charge in ALS JUPITER L. PETILLA, EdD EPS in-charge in SPED ENRIQUE R. MACAYAN, EdD EPS in-charge in Sports EUGENE M. TORALBA, EdD EPS in-charge in IPED ANNABELLE M. PAREL, EdD EPS in-charge in Multi-Grade
DRRM and other related activities	MANUEL JODICK C. PULGA PDO II, DRRM
Teaching and Non-Teaching Personnel Data	YOGIE S. CASTANETO HRMO
Computer, Internet, and other ICT	BRENT S. CORONADO Information Technology Officer I
MOOE	ATTY. MAUREEN M. TORRES Accountant III
Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel details	ENGR. CHARLES A. BANGDO Engineer III ATTY. MA. JESSICA LOUISE D. TIBAY Legal Officer III
School Head Nutrition including solid waste management, tobacco control	DR. JENNIFER TAMBAOAN Medical Officer III
School Sports	ENRIQUE R. MACAYAN, EdD EPS in-charge in Sports
School Government Program	MARLIE S. JIMENEZ SPG/SELG
School Government Program (Youth Formation, SPG, SSG)	MARLIE S. JIMENEZ Youth Formation Coordinator/Learner Formation

7. School heads are also reminded that they should be responsible for validating the accuracy and correctness of the data reported by their school.
8. For information and strict compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:


MARCIANO U. SORIANO JR., PhD, CESO VI
Assistant Schools Division Superintendent

