January 16, 2023

DIVISION MEMORANDUM
NO**024**s. 2023

VIRTUAL PRESENTATION OF THE PRIVATE SCHOOL PROFILE (PSP) SY 2022-2023

To: OIC, Office of the Assistant Schools Division Superintendent
        Chief Education Supervisors
                Curriculum Implementation Division
                Schools Governance and Operations Division
        Public Schools District Supervisors/Officers-In-Charge of the District
        Private Elementary, Secondary and Integrated School Heads
        All others concerned

1.   In compliance with the unnumbered Memorandum from the Undersecretary and Chief of Staff, Epimaco V. Densing III dated December 5, 2022, RE: "Basic Education Information System (BEIS) Data Collection for SY 2022-2023", there will be a virtual orientation on the new Private School Profile for SY 2022-2023 on January 20, 2023 at 9AM.

2.   The participants to this activity are the Private School Heads.

3.   In this regard, all schools are requested to immediately start encoding the necessary data in the BEIS coded template and upload it in the EBEIS.

4.   Division deadline on the uploading of the Private School Profile (PSP) in the BEIS and submission of the hard copy is on January 31, 2023.

5. The link to this virtual orientation will be posted in the Private School Group Chat in Messenger.

6. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Republic of the Philippines

Department of Education
OFFICE OF THE SECRETARY

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. DENSING III
Undersecretary and Chief of Staff

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:

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 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:

Activity	Timeline
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.

For your immediate appropriate action.