

Republic of the Philippines  
Department of Education

REGION V – BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES

January 26, 2023

**DIVISION MEMORANDUM**

No. 045, s. 2023

**BASIC EDUCATION INFORMATION SYSTEM (BEIS) SCHOOL PROFILE  
UPLOADING FOR SY 2022-2023**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/In-Charge of the District  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. In reference to DepEd Order No. 27, s. 2019 (Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes), please be informed that the facility for the Uploading of Public and Private School profiles **is now available** at the Basic Education Information System (BEIS).
2. All public and private schools are directed to download and upload their School Profile template using the **School Head user account**.
3. This Office expects 100% uploaded and validated school data from the field. Attached are the guidelines for the BEIS uploading of school profiles.
4. Immediate dissemination and compliance with this Memorandum are earnestly desired.

**SUSAN S. COLLANO, CESO V**  
Schools Division Superintendent



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## BEIS Uploading of School Profile

Please read the following important guidelines:

- Only the **School Head user account** will be able to download the School Profile template and upload it once it has been accomplished.
- Only template/s downloaded from the BEIS website can be uploaded.
- Users can upload their accomplished School Profile template as many times as needed; however, only data from the latest uploaded version will be saved in the database.
- User can change the file name of the template.
- Template/s available for downloading will be based the school's COCs.
- You are only required to fill in white cells.
- The system will still allow uploading of the template with incomplete data. Any blank data cells (with numeric value) will be converted to zero (0) in the database.
- Fill out all data cells manually. Do not use copy and paste, cut and paste, and most especially, drag and drop.
- For data cells requiring numeric values:
  - Input whole number for data cells requiring whole numbers.
  - Input decimal numbers for data cells requiring decimal numbers.
- For checkboxes options:
  - Any checkbox option where "Yes" and "No" options were both selected, this will be considered as a "YES".

1. Does the school have a documented school code?

Yes

No

- For checkbox options with related data fields, if "Yes" is selected, related field/s must be filled in with value greater than 0.

**Box 2. LEARNING ACTION CELL (LAC) SESSIONS, SY 2018-2019**  
*(Please provide appropriate answers)*

1. Do you conduct LAC Sessions in your school?  Yes  No

If Yes, indicate the number of LAC Sessions conducted:

1a. Conducted for SY 2017-2018

1b. Planned to be conducted for SY 2018-2019

**Box 2. LEARNING ACTION CELL (LAC) SESSIONS, SY 2018-2019**  
*(Please provide appropriate answers)*

1. Do you conduct LAC Sessions in your school?  Yes  No

If Yes, indicate the number of LAC Sessions conducted:

1a. Conducted for SY 2017-2018

1b. Planned to be conducted for SY 2018-2019

*(Please check Yes in Box 1 if you have marked a 1a and 1b)*

- If both "Yes" and "No" options are not selected, this will be treated automatically as a "NO".

**Box 3. ACTION RESEARCH, SY 2018-2019**  
*(Please provide appropriate answers)*

1. Do you conduct Action Research in your school?  Yes  No

If Yes, indicate the number of Action Research conducted:

1a. Completed in the past three school years (SYs 2015 to 2017)

1b. On-going

1c. To be conducted

- Dates can be inputted as text (i.e., Oct 5, 2018 or 10/05/2018 or 10 05 2018).

- Observe validations on data cells.

Sample of validation:

Table	Remarks
SchInfo	School ID inputted in the template will be check based on the School ID associated in the user account.
Table 6 (GESP Form) Table 4 (GJHSP Form)	Number of classes should be less than the total enrolment.
Table 14 (GESP Form) Table 12 (GJHSP Form)	Column 12 must tally in entries in Column 2

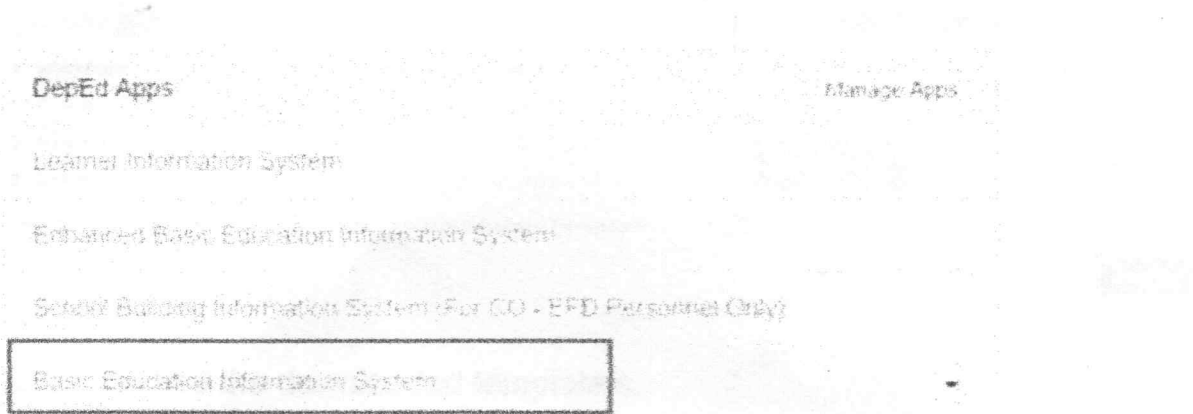
- The following versions should be downloaded and uploaded in the facility:

School Form	Version
Government Elementary School Profile	GESPv2018.10.24
Government Junior High School Profile	GJHSPv2018.10.24
Government Senior High School Profile	GSHSPv2018.10.24



**Here are the steps on how to use this facility:**

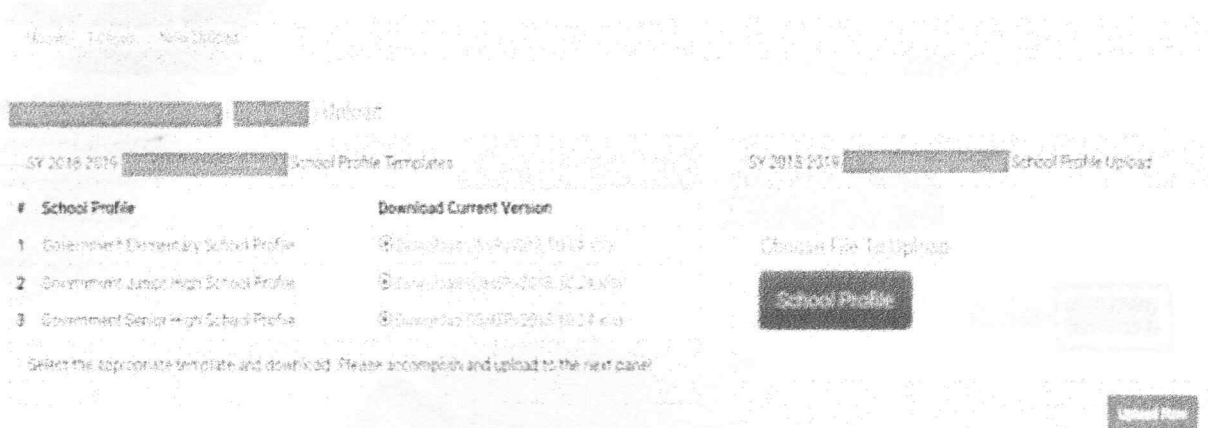
1. Login to <http://beis.deped.gov.ph> using School Head Account.
2. Click on the **Basic Education Information System** link under Deped Apps group panel.



3. Click the Upload tab.

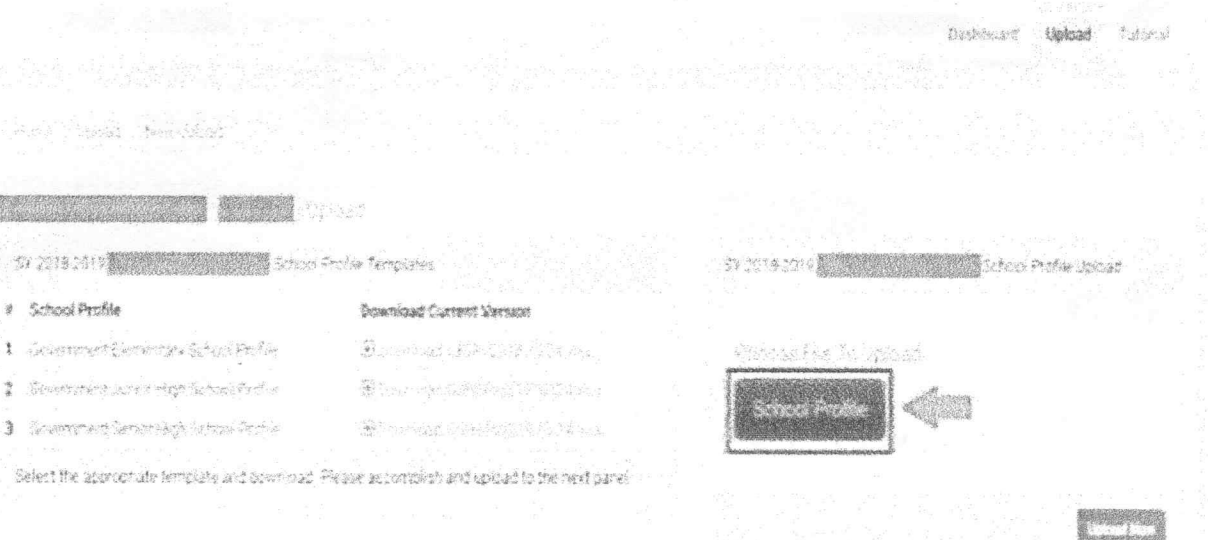


**4. Download the School Profile template/s by clicking the respective link.**



**5. Accomplished the downloaded template/s.**

**6. Click the School Profile button to search for the file to be uploaded.**



7. Click the Upload Now button.

Home / Upload / School Profile

SY 2018-2019 [redacted] School Profile Templates

**School Profile** Download Current Version

- 1 Government Elementary School Profile [Download GESP-2018-2019-ES.pdf](#)
- 2 Government Junior High School Profile [Download GESP-2018-2019-JHS.pdf](#)
- 3 Government Senior High School Profile [Download GESP-2018-2019-SHS.pdf](#)

Select the appropriate template and download. Please accept, and upload to the next page.

SY 2018-2019 [redacted] School Profile Upload

Choose file to upload:

GESP-2018-10-24.xlsx

**Upload Now**

• If there are errors found in the uploaded template:

- An "Error(s) found. Please check the errors from the table below." notification message will be displayed.

Home / Upload / School Profile

SY 2018-2019 [redacted] School Profile Templates

**School Profile** Download Current Version

- 1 Government Elementary School Profile [Download GESP-2018-2019-ES.pdf](#)
- 2 Government Junior High School Profile [Download GESP-2018-2019-JHS.pdf](#)
- 3 Government Senior High School Profile [Download GESP-2018-2019-SHS.pdf](#)

Select the appropriate template and download. Choose which profile and upload to the next page.

SY 2018-2019 [redacted] School Profile Upload

**Error(s) found. Please check the errors from the table below.**

Choose file to upload:

GESP-2018-10-24.xlsx

**Upload Now**

**TEMPLATE ERROR(S)** (Please fix these errors and reupload your excel file)

#	Incorrect Value	Sheet Cell Address	Error Message
1	[redacted]	[redacted]	Sheet 1: GESP-2018-2019-ES NOT EQUIV with the designated School ID [redacted]

- o A table (TEMPLATE ERRORS) will be displayed to list the errors found in the uploaded template.

SY 2018-2019 [redacted] Upload

SY 2018-2019 [redacted] School Profile Templates

**School Profile**

**Download Current Version**

- 1 Government Elementary School Profile [Download](#)
- 2 Government Junior High School Profile [Download](#)
- 3 Government Senior High School Profile [Download](#)

Select the appropriate template and download. Please accomplish and upload to the next panel.

SY 2018-2019 [redacted] School Profile Upload

Template found. Please check the errors from the table below.

Choose File To Upload

School Profile

TEMPLATE ERRORS (Please fix these errors and reupload your excel file)			
#	Incorrect Value	Sheet/Cell Address	Error Message
1	[redacted]	WORKSHEET.SHEET1:10	Value School ID [redacted] is NOT EQUAL with the template's School ID [redacted]

- If the uploaded template has no errors, a "School Profile Successfully uploaded" notification message will be displayed.

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SY 2018-2019 [redacted] Upload

SY 2018-2019 [redacted] School Profile Templates

**School Profile**

**Download Current Version**

Select the appropriate template and download. Please accomplish and upload to the next panel.

SY 2018-2019 [redacted] School Profile Upload

✓ School Profile Successfully uploaded

Choose File To Upload

School Profile

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