



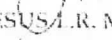
Republic of the Philippines  
Department of Education

T: *Tanggapan ng Pangalawang Kalihim*  
Office of the Undersecretary

RELEASED

TO: Regional Directors  
Schools Division Superintendents  
Planning and Research Section-SGOD  
School Heads  
Other concerned personnel

DepEd, Division of Catanduanes  
RECORDS SECTION  
Date NOV 06 2018  
Time: 8:34 AM  
Initial/Signature: Jt

FROM:   
JESUS L.R. MATEO  
Undersecretary

SUBJECT: Specific Instructions on the Collection of Data/Information  
Requirements for Beginning of School Year (BOSY) 2018-2019 in the  
Basic Education Information System

DATE: 24 October 2018

This is in reference to the issued DepEd Order 32, series 2018: Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year (BOSY) 2018-2019 in the Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS). Please be advised of the following specific instructions as follows:

1. Downloading and uploading of the BEIS School Profile templates shall ONLY be done using the School Head User Account at the [www.beis.deped.gov.ph](http://www.beis.deped.gov.ph).
2. Make sure to download the official/valid BEIS School Profile templates appropriate to the Curricular Offering Classification (COC) of the school:  
GESP: GESPv2018.10.24.xlsx  
GJHSP: GJHSPv2018.10.24.xlsx  
GSHSP: GSHSPv2018.10.24.xlsx  
PSP: PSPv2018.10.24.xlsx  
SLUCs: SLUCv2018.10.24.xlsx
3. Encode data in the white cells of the template. Do not use copy and paste, cut and paste and most especially drag and drop.
4. Make sure that data is complete. Although blank cells are allowed, all tables/boxes that are expected to have entries should be filled up.
5. Users can upload their accomplished BEIS School Profile templates as many times as needed. However, only data from the latest uploaded version will be saved in the database.
6. User can change the file name of the template.

October 31, 2018

To: Public School District Supervisors,  
School Head and Coordinators,  
And all other concerned

For your information and guidance. Please upload on or before December 10, 2018 to give enough time for the validation by the SGOD Planning and Research Unit.

  
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent

- 7. A video presentation is available at <http://bit.ly/beisuploadingvideotutorial>
- 8. Observe the following timelines:

Activity	Responsible Office	Schedule
Encoding of School Profiles	Schools	October 24 to December 15, 2018
Validation	School Division Office	November 1 to December 31, 2018
Reversion	School Division Office	December 16 to December 31, 2018

Thank you for continued support.