



Republic of the Philippines
Department of Education

12 JUL 2013

DepEd O R D E R
No. **30** , s. 2013

**REVISED DATA GATHERING FORMS FOR THE BEGINNING OF SCHOOL YEAR
(BOSY) 2013-2014 OF THE ENHANCED BASIC EDUCATION
INFORMATION SYSTEM (EBEIS)**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Secretary, ARMM
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. The Department of Education (DepEd) through the Research and Statistics Division-Office of Planning Service (RSD-OPS) has developed the Enhanced Basic Education Information System (EBEIS) to ensure efficient and effective collection and processing of relevant school-level data needed for planning, allocation of resources and generation of performance indicators.
2. The data collection, processing and validation of school statistics shall begin with the Dissemination of the **Revised Data Gathering Forms for the Beginning of School Year (BOSY) 2013-2014 of the Enhanced Basic Education Information System (EBEIS)**.
3. The enclosed data gathering forms consist of the following:
 - Enclosure No. 1 : Government Elementary School Profile (GESP);
 - Enclosure No. 2 : Government Secondary School Profile (GSSP);
 - Enclosure No. 3 : Private School Profile (PSP); and
 - Enclosure No. 4 : State Universities and Colleges (SUCs) Laboratory School Profile (SCUs LSP).
4. Enrolment figures and other data for BOSY 2013-2014 shall be as of **First Friday of the opening week of the school year**. For public schools, this shall be as of **June 7, 2013**.
5. The following new data elements and definitions were included:
 - a. **SPED** – refers to Special Education (SPED) programs for pupils with special needs i.e. gifted and talented pupils and children with disabilities (CWDs).
 - b. **SPED CWDs (self-contained class) Enrolment** – refer to similarly grouped pupils who are not yet ready for inclusion in the regular class. This includes those who are classified by level as kindergarten, primary and transition level.

- c. **Primary Level** – refers to level after kindergarten where children with disabilities are still being prepared for inclusion in the regular class.
- d. **Pupils/Students Previously Enrolled in Other Public Schools** – refer to pupils/ students who were enrolled in another public school the previous school year.
- e. **Pupils/Students Previously Enrolled in Private Schools** – refer to pupils/ students who were enrolled in a private school the previous school year.

6. The following are changes/additional data/notes in the revised data gathering forms:

Government Elementary School Profile (GESP), Government Secondary School Profile (GSSP) and State Universities and Colleges (SUCs):

a. Additional Notes in Table C

- Total Number of classes in this table shall tally with the total number of classes in Table A.
- If a multigrade class consists of a combination of kindergarten and any grade level, the number of classes shall be reported under kindergarten regardless of the size of enrolment. (GESP).

b. Table D

- Enrolment in Kindergarten Summer Program is deactivated in the system, since the Kindergarten Summer Program had ended last school year. (GESP)

c. Table F

- Additional seven languages used in Mother-Tongue Based-Multilingual Education (MTB-MLE) in Table F. (GESP)

d. Additional columns for Grades 11 and 12 for K to 12 Modeling Schools to be included in the total enrolment. (GSSP and SUCs)

Private School Profile (PSP):

e. Additional Notes in Table A

- Fill-up Grade 7 column in this table if Grade 7 is part of the school's elementary education.

f. Changes in Table C

- Student Data. (Years I-VI) to fit in the K to 12 Basic Education Curriculum.

g. Additional Column (number of slots) for Table E

- Data on GASTPE Program

7. The following timeline in the conduct of EBEIS activities shall be observed:

EBEIS Activity	Timeline
Start of Encoding BOSY 2013-2014	July 15, 2013
Submission	July 15-26, 2013
Validation	July 15-August 2, 2013
Closing of System	August 3, 2013

8. The school heads/teachers-in-charge (SHs/TICs) of both public and private schools offering kindergarten, elementary and/or secondary education shall be responsible for ensuring prompt, complete and accurate filling-up of the EBEIS data gathering forms.
9. The regional directors and schools division/city superintendents through the Regional Planning Units (RPUs) and Division Planning Units (DPUs) shall jointly undertake online collection, processing and validation of the accomplished forms and collection of printed and signed forms to ensure the accuracy, consistency, and completeness of data submitted by the schools.
10. The regional and division education program supervisor in-charge of private schools shall facilitate the online collection of forms and assist the Planning Unit (PU) in checking the accuracy, consistency, completeness and timely submission of all private schools.
11. To facilitate the process of capturing the data to all field implementers, funds for printing and reproduction of the forms and other activities involving EBEIS shall be downloaded directly to the division offices (DOs). The downloading of funds to all the DOs shall be announced through a separate memorandum.
12. The DOs shall oversee the encoding of data for schools with no access to the internet facilities.
13. All personnel involved in the EBEIS at the school, district, division, regional and national/central levels are allowed to render overtime services during weekdays, weekends and holidays as provided in DepEd Order Nos. 58, s. 2008 and 10, s. 2009 where necessary to meet the EBEIS target schedules.
14. All previous issuances relative to this Order which are found inconsistent are deemed superseded or modified accordingly.
15. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

References:

DepEd Order: Nos. 33 and 61, s. 2012
(Nos. 10, s. 2009 and 58, s. 2008)

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

CHANGE
FORMS
SCHOOLS
STATISTICS, Data



DepEd
DEPARTMENT OF EDUCATION

Republic of the Philippines
DEPARTMENT OF EDUCATION
OFFICE OF PLANNING SERVICE
Research and Statistics Division



GOVERNMENT ELEMENTARY SCHOOL PROFILE
(BEGINNING OF THE SY DATA, AS OF JUNE 7, 2013)

District ID: [] [] [] [] [] []
School ID: [] [] [] [] [] []

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 forms 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 Division Office on or before **July 26, 2013**.
Important: Read the definitions/instructions found at the bottom of each table before filling up the form. No item should be left blank. Instead, "zero (0)" or "not applicable (n/a)" shall be written. Shaded boxes shall not be filled.

INSTRUCTIONS

SCHOOL INFORMATION
SY 2013-2014

Name of School : _____
(Official name)

(If renamed, please indicate old name.)

Address : _____
_____ Street/Street/Purok _____ Barangay _____
Municipality _____ Province/City _____

Region : _____
Division : _____
School District : _____
Legislative District : _____
Tel. No. : _____
Mobile No. : _____
Fax No. : _____
E-Mail Address : _____
Date of Operation : _____

Integrated School
(Please check appropriate box if the school is offering both elementary and secondary levels.)
 Yes (Please indicate School ID of Secondary level)
 No
Secondary School ID: [] [] [] [] [] [] [] [] [] []

Annex/Extension School
(Please check appropriate box if the school is an annex/extension school.)
 Yes (Please indicate School ID of the Mother School)
 No
Mother School ID: [] [] [] [] [] [] [] [] [] []

Certified True and Correct by :
School Head : _____
(Signature Over Printed Name)
Position Title : _____ Date : _____

Checked by District Office :
Head of the Office : _____
(Signature Over Printed Name)
Position Title : _____ Date : _____

Verified by the Division Office :
Head of the Office : _____
(Signature Over Printed Name)
Position Title : _____ Date : _____

Table A. PUPIL DATA, SY 2013-2014 (As of June 7, 2013)

Particulars	Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Kindergarten to Grade 6)		SPED CWDs (self-contained class)		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
TOTAL ENROLLMENT (Regular & SPED)																			
Monograde																			
Multigrade																			
<i>Included in the TOTAL ENROLLMENT, number of:</i>																			
Pupils Previously Enrolled in Other Public Schools																			
Pupils Previously Enrolled in Private Schools																			
Repeaters																			
Balik-Aral																			
Muslim Pupils																			
Pupils enrolled in ALIVE classes																			
Indigenous People																			
CCT/4Ps Recipients																			
Pupils enrolled in Alternative Delivery Mode																			
Total Number of Monograde Classes																			
Total Number of Multigrade Classes																			
<i>Included in these classes:</i>																			
ALIVE Monograde Classes																			
ALIVE Multigrade Classes																			

PUPIL DATA (Tables A) - The data to be entered cover the current school year and shall be distributed by grade level and by sex.

- Total Enrollment** - refers to the number of pupils enrolled in the school as of June 7.
- Kindergarten Enrollment** - refers to enrollment in Kindergarten Level as of June 7.
- SPED** - refers to Special Education program for pupils with special needs i.e., gifted and talented pupils and children with disabilities (CWDs).
- SPED CWDs (self-contained class) Enrollment** - refers to similarly grouped pupils that are not yet ready for inclusion in the regular class as of June 7. This includes those who are classified by level as Kindergarten, Primary Level and Transition.
- Monograde Enrollment** - refers to pupils being taught in classes consisting of a single grade only, as of June 7.
- Multigrade Enrollment** - refers to pupils being taught in classes consisting of two or more grades under one teacher, as of June 7.
- Pupils Previously Enrolled in Other Public Schools** - refers to pupils who were enrolled in another public school the previous school year, as of June 7.
- Pupils Previously Enrolled in Private School** - refers to pupils who were enrolled in a private school the previous school year, as of June 7.
- Number of Repeaters** - refers to pupils who failed or left a particular grade level in any previous school year and are enrolled in the same grade level where they left or failed, as of June 7.
- Number of Balik-Aral** - refers to pupils who finished a grade level, stopped schooling and enrolled in the next grade level after a year or more, as of June 7.
- ALIVE** means Arabic Language and Islamic Values Education.
- Indigenous People** - a group of people or homogeneous societies identified by self-asciption and ascription by others who have continuously lived as an organized community on communally bounded and defined territory sharing common bonds of language, customs, traditions and other distinctive cultural traits. (Source: RA 8371 *Indigenous Peoples Act of 1997*)
- CCT/4Ps Recipients** - refers to pupils whose families are included in the Conditional Cash Transfer (CCT) under the Pantawid Pamilyang Pilipino Program (4Ps) of the Department of Social Welfare and Development (DSWD). These families were selected from the poorest households in municipalities with high poverty incidence. One relevant feature of 4Ps is the provision of educational cash grant of P3,000.00 for one school year or 10 months at P300 per child per month for educational expenses on condition that these children attend school. Maximum of three children per household is allowed. Children should be of school age (6-14). (Source: DepEd memo # 110 s. 2009 "National Implementation of the Pantawid Pamilyang Pilipino Program 4Ps")
- Alternative Delivery Mode** - a strategy to improve/facilitate access to quality basic education. This includes programs such as Modified In-School Out-School Approach (M-ISOSA) and Enhanced-Instructional Management by Parents, Community and Teachers (e-IMPACT).
- Number of Classes per grade level (Grades 1-6)** - refers only to monograde classes. Classes with two or more grade levels shall be counted under the multigrade category.

Note: Totals in this table shall tally with the totals in Tables B, C & H.

Certified True and Correct by :

School Head : _____

(Signature Over Printed Name)

Position Title : _____ **Date :** _____

Checked by District Office :

Head of the Office : _____

(Signature Over Printed Name)

Position Title : _____ **Date :** _____

Verified by the Division Office :

Head of the Office : _____

(Signature Over Printed Name)

Position Title : _____ **Date :** _____

Table B. ELEMENTARY AGE PROFILE, SY 2013-2014 (As of June 7, 2013)

Age	Kindergarten		Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Kindergarten to Grade 6)		SPED CWDS (self-contained class)			
	Male	Female	With ECD Experience	Without ECD Experience	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
4 1/2																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						
18																						
19 & above																						
TOTAL																						

AGE PROFILE (Table B) - Regular and SPED

- The total enrollment of the school as of June 7, 2013 shall be distributed across grade levels, by single age/age group and by sex. Included by grade are pupils with disabilities who are mainstreamed in regular classes and the gifted & talented pupils enrolled in SPED classes and SPED centers.
- ECD (Early Childhood Development) Experience** includes all ECD programs for young children aged 4 to 5 years in registered pre-schools/Kindergarten and those in similar organized educational institutions and day care centers.
- Computation of the age of pupils** shall be based on the child's age as of last birthday. Thus, if the pupil is 6 years 11 months as of June 7, the age of the pupil is counted as 6 years.

Note: Totals in this table shall tally with the totals in Tables A & C.

Certified True and Correct by :

School Head : _____
 (Signature Over Printed Name)

Position Title : _____ Date : _____

Checked by District Office :

Head of the Office : _____
 (Signature Over Printed Name)

Position Title : _____ Date : _____

Verified by the Division Office :

Head of the Office : _____
 (Signature Over Printed Name)

Position Title : _____ Date : _____

Table C. CURRENT SY ENROLLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2013-2014 (As of June 7, 2013)

Particulars	1st Shift		2nd Shift		3rd Shift		4th Shift		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Kindergarten - Regular & SPED										
Enrollment										
Number of Classes										
Elementary (Grades 1-6) - Regular & SPED										
Enrollment										
Number of Classes										
SPED CWDs (self-contained class)										
Enrollment										
Number of Classes										

CURRENT SY ENROLLMENT AND NUMBER OF CLASSES BY SHIFT (Table C)

- **Current SY Enrollment and Number of Classes** - Enrollment shall tally with the data on enrollment and number of classes by grade level (Table A).
- **Shift (or session)** - refers to time schedules corresponding to different sets of classes (e.g. morning and afternoon shifts). Table C shall be filled even if only one shift is offered by the school.

Note: After completing Tables A, B and C, check that the enrollment totals in these tables tally with one another.

Total number of classes in this table shall tally with the total number of classes in Table A. If a multigrade class consists of a combination of kindergarten and any grade level, the number of class shall be reported under kindergarten regardless of the size of enrollment.

Table D. ENROLLMENT IN KINDERGARTEN SUMMER PROGRAM (DEACTIVATED)

Table E. ENROLLMENT OF ALS LEARNERS IN THE SCHOOL, SY 2013-2014 (As of June 7, 2013)

Age	ALS Learners	
	Male	Female
11 & Below		
12		
13		
14		
15		
16-20		
21-25		
26-30		
31 & above		
TOTAL		

ENROLLMENT OF ALS LEARNERS IN THE SCHOOL, (Table E)
This refers to ALS learners who are attending their learning sessions in the public school.

Table F. LANGUAGES USED IN MOTHER TONGUE-BASED-MULTILINGUAL EDUCATION (MTB-MLE)

Per DepED Order No. 16, s. 2012, check as appropriate the language used as medium of instructions from Kindergarten to Grade 3.

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Tagalog | <input type="checkbox"/> Maranao |
| <input type="checkbox"/> Kapampangan | <input type="checkbox"/> Chabacano |
| <input type="checkbox"/> Pangasinense | <input type="checkbox"/> Ibanag |
| <input type="checkbox"/> Iloko | <input type="checkbox"/> Ibalan |
| <input type="checkbox"/> Bikol | <input type="checkbox"/> Sambal |
| <input type="checkbox"/> Cebuano | <input type="checkbox"/> Aklanon |
| <input type="checkbox"/> Hiligaynon | <input type="checkbox"/> Kinaray-a |
| <input type="checkbox"/> Waray | <input type="checkbox"/> Surigaonon |
| <input type="checkbox"/> Tausug | <input type="checkbox"/> Yakan |
| <input type="checkbox"/> Magindanaoan | <input type="checkbox"/> Others, pls. specify _____ |

Certified True and Correct by : _____
School Head : _____
(Signature Over Printed Name)

Position Title : _____ Date : _____

Checked by District Office : _____
Head of the Office : _____
(Signature Over Printed Name)

Position Title : _____ Date : _____

Verified by the Division Office : _____
Head of the Office : _____
(Signature Over Printed Name)

Position Title : _____ Date : _____

PUPILS WITH SPECIAL NEEDS

Tables G and H shall be accomplished **ONLY** by elementary schools with SPED classes and SPED centers.
 Table I shall be accomplished by elementary schools which admit enrollees from SPED classes / SPED centers.
 Table J shall be accomplished by elementary schools which admit enrollees with disabilities who do not attend any SPED classes.

Table G. GIFTED & TALENTED PUPILS DATA, SY 2013-2014 (As of June 7, 2013)

	Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Kindergarten to Grade 6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Kindergarten														
Male														
Female														

GIFTED AND TALENTED PUPILS DATA (Table G)

- Included in this table are those gifted & talented pupils enrolled in SPED classes and SPED centers.

Table H. SPED CHILDREN WITH DISABILITIES (CWDs self-contained class) DATA, SY 2013-2014 (As of June 7, 2013)

Disabilities	Kindergarten		Primary Level		Transition		TOTAL (Kindergarten to Transition)	
	Male	Female	Male	Female	Male	Female	Male	Female
Intellectual Disability								
Visually Impaired								
Hearing Impaired								
Emotionally and Behavior Disorder								
Orthopedically Handicapped								
Multiple Handicapped								
Multiple Disability with Visual Impairment								
Speech Defective								
Learning Disability								
Autism								
With Special Health Problem								
Cerebral Palsy								
TOTAL								

SPED CHILDREN WITH DISABILITIES (CWDs self-contained class) DATA (Table H)

- Primary Level - refers to level after kindergarten where children with disabilities are still being prepared for inclusion in the regular class.
- Transition - refers to level/program for children with disabilities who have completed the primary level and are over-aged for the elementary level.

Note: Totals in this table shall tally in columns for SPED CWDs (self-contained class) in Tables A, B & C.

Certified True and Correct by :

School Head :

(Signature Over Printed Name)

Position Title :

Date :

Checked by District Office :

Head of the Office:

(Signature Over Printed Name)

Position Title :

Date :

Verified by the Division Office :

Head of the Office:

(Signature Over Printed Name)

Position Title :

Date :

Table 1. PUPILS WITH DISABILITIES FROM SPED CLASSES OR SPED CENTERS MAINSTREAMED IN REGULAR CLASSES, SY 2013-2014 (As of June 7, 2013)

Disabilities	Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Kindergarten to Grade 6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Intellectual Disability																
Visually Impaired																
Hearing Impaired																
Emotionally and Behavior Disorder																
Orthopedically Handicapped																
Multiple Handicapped																
Multiple Disability with Visual Impairment																
Speech Defective																
Learning Disability																
Autism																
With Special Health Problem																
Cerebral Palsy																
TOTAL																

- These are pupils with disabilities based on medical certification who were previously enrolled in SPED classes/SPED centers but currently mainstreamed in regular classes.

Table J. PUPILS WITH DISABILITIES WHO DO NOT ATTEND ANY SPED CLASSES, SY 2013-2014 (As of June 7, 2013)

Disabilities	Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Kindergarten to Grade 6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Intellectual Disability																
Visually Impaired																
Hearing Impaired																
Emotionally and Behavior Disorder																
Orthopedically Handicapped																
Multiple Handicapped																
Multiple Disability with Visual Impairment																
Speech Defective																
Learning Disability																
Autism																
With Special Health Problem																
Cerebral Palsy																
TOTAL																

- These are pupils with disabilities whether based on medical certification or by teacher's observation, who are mainstreamed in regular classes and do not attend any SPED classes.

Certified True and Correct by : _____
 School Head : _____ (Signature Over Printed Name)
 Position Title : _____ Date : _____
Checked by District Office : _____
 Head of the Office : _____ (Signature Over Printed Name)
 Position Title : _____ Date : _____
Verified by the Division Office : _____
 Head of the Office : _____ (Signature Over Printed Name)
 Position Title : _____ Date : _____

Table K. SCHOOL SITE DATA, SY 2013-2014 (As of June 7, 2013)

Mode	Year Acquired
Donation	
Purchase	
Usufruct Agreement	
Expropriation	
Exchange (Land Swapping)	
Presidential Proclamation/Special Patent	
Others, please specify _____	

Proof of Ownership and Occupancy: (check as appropriate)

Topography: (check as appropriate)


- Transfer Certificate of Title
 - Tax Declaration
 - Deed of Absolute Sale
 - Deed of Donation
 - Presidential Proclamation/Special Patent
 - Contract of Usufruct
 - MOA
 - Others, pls.specify _____
- Flat
 - Rolling
 - Hilly
 - Others, pls.specify _____
- Land Area:** _____ (in square meters)

Legal Ownership Issues: (check as appropriate)

- Adverse Claim
- Encroachment/Presence of Illegal Occupants
- Others, pls.specify _____

SCHOOL SITE DATA (Table K)

- **Mode of Acquisition of School Site** - refers to the methods used in the acquisition of school sites.
 - Donation* - a simple donation is one whereby person disposes gratuitously of a piece of land in favor of the government.
 - Purchase* - a school site maybe acquired by direct purchase from the legal owner who voluntarily sells it on agreed price.
 - Expropriation* - the taking of private property for public use.
 - Presidential Proclamation* - public lands declared as reservation areas including ancestral lands through Presidential Proclamation.
 - Proof of Ownership and Occupancy* - legal and official documents to show proof of ownership and occupancy (include others like GA, PTCA or NGOs).
 - Contract of Usufruct* - DepED/school is allowed of full use or perpetual right of use of property through gratuitous act (without consideration) as long as the property is used solely for educational purposes.
 - *Adverse Claim* - a claim to property by one in possession, thereof asserted against a trustee or receiver in bankruptcy.
 - *Encroachment* - entry to school sites without right or permission.

 **Note: In case, the school head does not have adequate information on the items listed above, the assistance of the Industrial Arts teacher/Division Physical Facilities Coordinator/Division Project Engineer can be asked.**

Certified True and Correct by :

School Head : _____
(Signature Over Printed Name)

Checked by District Office :

Head of the Office : _____
(Signature Over Printed Name)

Verified by the Division Office :

Head of the Office : _____
(Signature Over Printed Name)

Position Title : _____ **Date :** _____

Position Title : _____ **Date :** _____

Position Title : _____ **Date :** _____

Municipality ID:

School ID:



Republic of the Philippines
DEPARTMENT OF EDUCATION
 OFFICE OF PLANNING SERVICE
 Research and Statistics Division



GOVERNMENT SECONDARY SCHOOL PROFILE
 (BEGINNING OF THE SY DATA, AS OF JUNE 7, 2013)

INSTRUCTIONS

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

The head of the school shall sign the forms 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 Division Office on or before **July 26, 2013**.

Important: Read the definitions/instructions found at the bottom of each table before filling up the form. No item should be left blank. Instead, "zero (0)" or "not applicable (n/a)" shall be written. Shaded boxes shall not be filled.

SCHOOL INFORMATION
 SY 2013-2014

Name of School : _____
 (Official name)

_____ (If renamed, Pls. indicate old name.)

Address : _____
 # _____ Street/Street/Purok _____ Barangay _____
 Municipality _____ Province/City _____

Region : _____
Division : _____
Legislative District : _____
Tel. No. : _____
Mobile No. : _____
Fax No. : _____
E-Mail Address : _____
Date of Operation : _____

Integrated School
 (Pls. check appropriate box if the school is offering both elementary and secondary levels.)
 Yes (Pls. indicate School ID of Elementary level)
 No
 Elementary School ID:

Annex/Extension School
 (Pls. check appropriate box if the school is an annex/extension school.)
 Yes (Pls. indicate School ID of the Mother School)
 No
 Mother School ID:

Certified True and Correct by : _____
 School Head : _____
 (Signature Over Printed Name)

Position Title : _____
 Date : _____

Verified by the Division Office : _____
 Head of the Division : _____
 (Signature Over Printed Name)


Position Title : _____
 Date : _____

Table A. STUDENT DATA, SY 2013-2014 (As of June 7, 2013)

Particulars	Grade 7		Grade 8		Grade 9 (Year 3)		Grade 10 (Year 4)		Grade 11 (Modeling)		Grade 12 (Modeling)		TOTAL (Grades 7-12)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLMENT (Regular & Special Programs)														
<i>Included in the TOTAL ENROLMENT, number of:</i>														
Students Previously Enrolled in Other Public Schools														
Students Previously Enrolled in Private Schools														
Repeaters														
Balik-Aral														
Muslim Students														
Students enrolled in ALIVE classes														
Indigenous People														
CCT/4Ps recipients														
Students enrolled in Alternative Delivery Mode														
Total Number of Classes														
<i>Included in these classes:</i>														
ALIVE Classes														

STUDENT DATA (Tables A) - The data to be entered cover the current school year and shall be distributed by year level and by sex.

- **Total Enrolment** - refers to the number of students enrolled in the school regardless of curricular or program offerings, as of June 7.
- **Students Previously Enrolled in Other Public Schools** - refers to students who were enrolled in another public school the previous school year, as of June 7.
- **Students Previously Enrolled in Private Schools** - refers to students who were enrolled in a private school the previous school year, as of June 7.
- **Number of Repeaters** - refers to students who failed or left a particular year level in any previous school year and are enrolled in the same year level where they left or failed, as of June 7.
- **Number of Balik-Aral** - refers to students who finished a year level, stopped schooling and enrolled in the next year level after a year or more, as of June 7.
- **ALIVE** means Arabic Language and Islamic Values Education.
- **Indigenous People** - a group of people or homogeneous societies identified by self-ascrption and ascription by others who have continuously lived as an organized community on communally bounded and defined territory sharing common bonds of language, custom, traditions and other distinctive cultural traits. (Source: RA 8371 *Indigenous Peoples Act of 1997*)
- **CCT/4Ps Recipients** - refers to pupils whose families are included in the Conditional Cash Transfer (CCT) under the Pantawid Pamilyang Pilipino Program (4Ps) of the Department of Social Welfare and Development (DSWD). These families were selected from the poorest households in municipalities with high poverty incidence. One relevant feature of 4Ps is the provision of educational cash grant of P3,000.00 for one school year or 10 months at P300 per child per month for educational expenses on condition that these children attend school. Maximum of three children per household is allowed.
- **Children should be of school age (6-14).** (Source: *DepEd memo # 110 s. 2009 "National Implementation of the Pantawid Pamilyang Pilipino Program 4Ps"*)
- **Alternative Delivery Mode** - a strategy to improve/facilitate access to quality basic education. This includes programs such as Open High School Program (OHSP), Effective Alternative Secondary Education (EASE), School Initiated Interventions (SII) and other Interventions (OIS).

 **Note: Totals in this table shall tally with the totals in Tables B & C.**

Certified True and Correct by :
 School Head : _____
 (Signature Over Printed Name)
 Position Title : _____ Date : _____

Verified by the Division Office :
 Head of the Division : _____
 (Signature Over Printed Name)
 Position Title : _____ Date : _____

Table B. SECONDARY AGE PROFILE, SY 2013-2014 (As of June 7, 2013)

Age	Grade 7		Grade 8		Grade 9 (Year 3)		Grade 10 (Year 4)		Grade 11 (Modelling)		Grade 12 (Modelling)		TOTAL (Grades 7-12)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
10 & Below														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20 & Above														
TOTAL														

AGE PROFILE (Table B) - Regular & Special Programs

- The total enrolment of the school as of June 7, 2013 shall be distributed across year levels, by single age/age group and by sex. Included by year are students with exceptionalities.
- *Computation of the age of students* shall be based on the child's age as of last birthday. Thus, if the student is 12 years 11 months as of June 7, the age of the pupil is counted as 12 years.

Note: Totals in this table shall tally with the totals in Tables A & C.

Table C. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2013-2014 (As of June 7, 2013)

Particulars	1st Shift		2nd Shift		3rd Shift		4th Shift		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Secondary (Grades 7-12) - Regular & Special Programs										
Enrolment										
Number of Classes										

CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT (Table C)

- *Current SY Enrolment and Number of Classes* - Enrolment shall tally with the data on enrolment and number of classes by year level (Table A).
- *Shift (or session)* - refers to time schedules corresponding to different sets of classes (e.g. morning and afternoon shifts). Table C shall be filled even if only one shift is offered by the school.

Note: After completing Tables A, B and C, check that the enrolment totals in these tables tally with one another.

Total number of classes in this table shall tally with the total number of classes in Table A.

Certified True and Correct by : _____
 School Head : _____
 Position Title : _____
 Date : _____

Verified by the Division Office : _____
 Head of the Division : _____
 Position Title : _____
 Date : _____

Table D. STUDENT DATA BY PROGRAM, SY 2013-2014 (As of June 7, 2013)

Enrollment by Program	Grade 7		Grade 8		Grade 9 (Year 3)		Grade 10 (Year 4)		Grade 11 (Modelling)		Grade 12 (Modelling)		TOTAL (Grades 7-12)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Regular Curriculum														
Special Program for Science & Technology														
Special Program for the Arts														
Special Program for Sports														
Special Program for Foreign Language														
Special Program for Journalism														
Technical-Vocational														
Arts & Trade														
Agriculture														
Fishery														
ICT														

STUDENT DATA BY PROGRAM (Table D)

■ If a student is enrolled in a regular program and in one or more special programs, then he/she should be counted in the regular as well as in the special programs where he/she is enrolled.

☞ *Note: The data in this table shall not be tallied since a student may be counted in 2 or more curriculum/programs.*

Types of secondary schools curricular and program offerings:

- 1 **Regular** - a public secondary school offering and implementing the K to 12 curriculum in Grades 7 and 8 and the Regular Basic Education Curriculum (RBECE) in Year 3 and Year 4.
- 2 **Special Program for Science and Technology** - refers to a public secondary school offering special curriculum for Science and Technology.
- 3 **Special Program for the Arts** - a public secondary school offering a special program for the arts in addition to the core regular curriculum.
- 4 **Special Program for Sports** - a public secondary school offering a special program for sports in addition to the core regular curriculum.
- 5 **Special Program for Foreign Language** - a public secondary school offering a special program for foreign language in addition to the core regular curriculum.
- 6 **Special Program for Journalism** - a public secondary school offering a special program for Journalism in addition to the core regular curriculum.
- 7 **Technical-Vocational** - a public secondary school offering a technical-vocational education program in addition to the core regular curriculum. The program offerings include the following:
 - a. Arts & Trade
 - b. Agriculture
 - c. Fishery
 - d. ICT

Table E. ENROLLMENT OF ALS LEARNERS IN THE SCHOOL, SY 2013-2014 (As of June 7, 2013)

Age	ALS Learners	
	Male	Female
11 & below		
12		
13		
14		
15		
16-20		
21-25		
26-30		
31 & above		
TOTAL		

ENROLLMENT OF ALS LEARNERS IN THE SCHOOL (Table E)

This refers to ALS learners who are attending their learning sessions in the public school.

Certified True and Correct by : _____
 School Head : _____
 Position Title : _____
 Date : _____

Verified by the Division Office : _____
 Head of the Division : _____
 Position Title : _____
 Date : _____

(Signature Over Printed Name)

(Signature Over Printed Name)

STUDENTS WITH SPECIAL NEEDS

Table F. STUDENTS WITH EXCEPTIONALITIES DATA, SY 2013-2014 (As of June 7, 2013)

Exceptionalities	Grade 7		Grade 8		Grade 9 (Year 3)		Grade 10 (Year 4)		Grade 11 (Modeling)		Grade 12 (Modeling)		TOTAL (Grades 7-12)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Gifted/Fast Learner														
Minimally Retarded														
Visually Impaired														
Hearing Impaired														
Behavior Problems														
Orthopedically Handicapped														
Multiple Handicapped														
Speech Defective														
Learning Disabled														
TOTAL														

STUDENTS WITH EXCEPTIONALITIES DATA (Table F)

- The data in this table shall include all enrolled students with exceptionalities.

Certified True and Correct by :
School Head : _____
(Signature Over Printed Name)
Position Title : _____ **Date :** _____

Verified by the Division Office :
Head of the Division : _____
(Signature Over Printed Name)
Position Title : _____ **Date :** _____

Table G. SCHOOL SITE DATA, SY 2013-2014 (As of June 7, 2013)

Acquisition of School Site:

Mode	Year Acquired
Donation	
Purchase	
Usufruct Agreement	
Expropriation	
Exchange (Land Swapping)	
Presidential Proclamation/Special Patent	
Others, please specify _____	

Proof of Ownership and Occupancy: (check as appropriate)

- Transfer Certificate of Title
- Tax Declaration
- Deed of Absolute Sale
- Deed of Donation
- Presidential Proclamation/Special Patent
- Contract of Usufruct
- MOA
- Others, pls.specify _____

Topography: (check as appropriate)

- Flat
- Rolling
- Hilly
- Others, pls specify _____


Land Area: _____ (in square meters)

Legal Ownership Issues: (check as appropriate)

- Adverse Claim
- Encroachment/Presence of Illegal Occupants
- Others, pls.specify _____

SCHOOL SITE DATA (Table G).

- **Mode of Acquisition of School Site** - refers to the methods used in the acquisition of school sites.
 - Donation* - a simple donation is one whereby person disposes gratuitously of a piece of land in favor of the government.
 - Purchase* - a school site maybe acquired by direct purchase from the legal owner who voluntarily sells it on agreed price.
 - Expropriation* - the taking of private property for public use.
 - Presidential Proclamation* - public lands declared as reservation areas including ancestral lands through Presidential Proclamation.
 - Proof of Ownership and Occupancy* - legal and official documents to show proof of ownership and occupancy (include others like GA, PTCA or NGOs).
 - Contract of Usufruct* - DepED/school is allowed of full use or perpetual right of use of property through gratuitous act (without consideration) as long as the property is used solely for educational purposes.
 - *Adverse Claim* - a claim to property by one in possession, thereof asserted against a trustee or receiver in bankruptcy.
 - *Encroachment* - entry to school sites without right or permission.

 **Note: In case, the school head does not have adequate information on the items listed above, the assistance of the Industrial Arts teacher/Division Physical Facilities Coordinator/Division Project Engineer can be asked.**

Certified True and Correct by :

School Head : _____
(Signature Over Printed Name)

Position Title : _____ **Date** : _____

Verified by the Division Office :

Head of the Division : _____
(Signature Over Printed Name)

Position Title : _____ **Date** : _____

Municipality ID

School ID



Republic of the Philippines
DEPARTMENT OF EDUCATION
 OFFICE OF PLANNING SERVICE
 Research and Statistics Division



PRIVATE SCHOOL PROFILE
 (BEGINNING OF THE SY DATA, AS OF 1st FRIDAY OF THE SY)

INSTRUCTIONS

This form shall be accomplished by the head of the private school offering kindergarten, elementary and/or secondary levels. In the case of schools/institutions offering more than one level, only one school profile shall be accomplished.

Only private schools whose establishment has been approved by the DepEd Regional Office shall be issued a Private School Profile. Private Schools whose documents have been submitted to the Regional/Division Office but are still undergoing evaluation at the time of the distribution of the Private School Profile can also be issued this form.

The head of the school shall sign the forms 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 Division Office on or before **July 26, 2013**.

Important: Read the definitions/instructions found at the bottom of each table before filling up the form. No item should be left blank. Instead, "zero (0)" or "not applicable (n/a)" shall be written. Shaded boxes shall not be filed.

SCHOOL INFORMATION
 SY 2013-2014

Name of Institution : _____ (Official name)
 _____ (If renamed, please indicate old name.)

Address : _____
 # _____ Street/Slip/Purok _____ Barangay _____
 _____ Municipality _____ Province/City _____

Region : _____
 Division : _____
 Legislative District : _____
 Tel. No. : _____
 Mobile No. : _____
 Fax No. : _____
 E-Mail Address : _____

Write appropriate information	Level of Education Offered		
	Kindergarten	Elementary	Secondary
With Permit With Recognition Permit on Process	(Permit No.) (Recognition No.) (Date of submission of documents to Regional/Division Office)		

Certified True and Correct by : _____
 Head of Institution : _____ (Signature Over Printed Name)
 Designation : _____
 Date : _____

Table A. PUPIL DATA, SY 2013-2014 (As of 1st Friday of the SY)

Particulars	Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		TOTAL (Kindergarten to Grade 7)		SPED CWDS (self-contained class)			
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
TOTAL ENROLLMENT (Regular & SPED)																						
Monograde																						
Multigrade																						
<i>Included in the TOTAL ENROLLMENT number of:</i>																						
Pupils Previously Enrolled in Public Schools																						
Pupils Previously Enrolled in Other Private Schools																						
Repeaters																						
Balk-Aral																						
Muslim Pupils																						
Pupils enrolled in ALIVE classes																						
Indigenous People																						
Total Number of Monograde Classes																						
Total Number of Multigrade Classes																						
<i>Included in these classes:</i>																						
ALIVE Monograde Classes																						
ALIVE Multigrade Classes																						

PUPIL DATA (Tables A) - The data to be entered cover the current school year and shall be distributed by grade level and by sex.

- Total Enrollment** - refers to the number of pupils enrolled in the school as of 1st Friday of the SY.
- Kindergarten Enrollment** - refers to enrollment before Grade 1 (includes Kindergarten1, Kindergarten2 and Preparatory) as of 1st Friday of the SY.
- Monograde Enrollment** - refers to pupils being taught in classes consisting of a single grade only, as of 1st Friday of the SY.
- Multigrade Enrollment** - refers to pupils being taught in classes consisting of two or more grades under one teacher, as of 1st Friday of the SY.
- SPED** - refers to Special Education program for pupils with special needs i.e., gifted and talented pupils and children with disabilities (CWDS).
- SPED CWDS (self-contained class) Enrollment** - refers to similarly grouped pupils that are not yet ready for inclusion in the regular class as of 1st Friday of the SY. This includes those who are classified by level of skills: Kindergarten, Primary Level and Transition.
- Pupils Previously Enrolled in Public Schools** - refers to pupils who were enrolled in public schools the previous school year, as of 1st Friday of the SY.
- Pupils Previously Enrolled in Other Private Schools** - refers to pupils who were enrolled in another private school the previous school year, as of 1st Friday of the SY.
- Number of Repeaters** - refers to pupils who failed or left a particular grade level in any previous school year and are enrolled in the same grade level where they left or failed, as of 1st Friday of the SY.
- Number of Balk-Aral** - refers to pupils who finished a grade level, stopped schooling and enrolled in the next grade level after a year or more, as of 1st Friday of the SY.
- ALIVE** means Arabic Language and Islamic Values Education.
- Indigenous People** - a group of people or homogeneous societies identified by self-description and ascription by others who have continuously lived as an organized community on communally bounded and defined territory sharing common bonds of language, customs, traditions and other distinctive cultural traits. (Source: RA 8371 Indigenous Peoples Act of 1997)
- Number of Classes per grade level (Grades 1-7)** - refers only to monograde classes. Classes with two or more grade levels shall be counted under the multigrade category.

Note: Totals in this table shall tally with the totals in Table B.
Fill-up Grade 7 column in this table if Grade 7 is part of the school's elementary education.

Certified True and Correct by :

Head of Institution : _____
(Signature Over Printed Name)

Designation : _____
Date :

Table B. ELEMENTARY AGE PROFILE, SY 2013-2014 (As of 1st Friday of the SY)

Age	Kindergarten		Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		TOTAL (Kindergarten to Grade 7)		SPED CWDs (self-contained class)		
	Male	Female	With ECD Experience		Without ECD Experience		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
			Male	Female	Male	Female																	
4 & below																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							
13																							
14																							
15																							
16																							
17																							
18																							
19 & above																							
TOTAL																							

AGE PROFILE (Table B) - Regular & SPED

- The total enrollment of the school as of 1st Friday of the SY shall be distributed across grade levels, by single age/age group and by sex.
- ECD (Early Childhood Development) Experience includes all ECD programs for young children aged 4 to 5 years in registered pre-schools/Kindergarten and those in similar organized educational institutions and day care centers.
- Computation of the age of pupils shall be based on the child's age as of last birthday. Thus, if the pupil is 6 years 11 months as of 1st Friday of the SY, the age of the pupil is counted as 6 years.

Note: Totals in this table shall tally with the totals in Table A.

Certified True and Correct by :

Head of Institution :

(Signature Over Printed Name)

Designation :

Date :

Table C. STUDENT DATA, SY 2013-2014 (As of 1st Friday of the SY)

Particulars	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		TOTAL (Years 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLLMENT (Regular & Special Programs)														
<i>Included in the TOTAL ENROLLMENT, number of:</i>														
Students Previously Enrolled in Public Schools														
Students Previously Enrolled in Other Private Schools														
Repeaters														
Balik-Aral														
Muslim Students														
Students enrolled in ALIVE classes														
Indigenous People														
Total Number of Classes														
<i>Included in these classes:</i>														
ALIVE Classes														

STUDENT DATA (Table C) - The data to be entered cover the current school year and shall be distributed by year level and by sex.

- **Total Enrollment** - includes all students enrolled in the school regardless of curricular or program offerings as of 1st Friday of the SY.
- **Students Previously Enrolled in Public School** - refers to students who were enrolled in a public school the previous school year, as of 1st Friday of the SY.
- **Students Previously Enrolled in Other Private School** - refers to students who were enrolled in another private school the previous school year, as of 1st Friday of the SY.
- **Number of Repeaters** - refers to students who failed or left a particular year level in any previous school year and are enrolled in the same year level where they left or failed, as of 1st Friday of the SY.
- **Number of Balik-Aral** - refers to students who finished a year level, stopped schooling and enrolled in the next year level after a year or more, as of 1st Friday of the SY.
- **ALIVE** means Arabic Language and Islamic Values Education.
- **Indigenous People** - a group of people or homogenous societies identified by self-ascrption and ascription by others who have continuously lived as an organized community on communally bounded and defined territory sharing common bonds of language, custom, traditions and other distinctive cultural traits. (Source: RA 8371 Indigenous Peoples Act of 1997)

 **Note: Totals in this table shall tally with the totals in Table D.**

Certified True and Correct by :

Head of Institution : _____ (Signature Over Printed Name)

Designation : _____

Date : _____

Table D. SECONDARY AGE PROFILE, SY 2013-2014 (As of 1st Friday of the SY)

Age	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		TOTAL (Years 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
10 & Below														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20 & Above														
TOTAL														

AGE PROFILE (Table D) - Regular & Special Programs

- The total enrolment of the school as of 1st Friday of the SY shall be distributed across year levels, by single age/age group and by sex.
- *Computation of the age of students* shall be based on the child's age as of last birthday. Thus, if the student is 12 years 11 months as of 1st Friday of the SY, the age of the pupil is counted as 12 years.

Note: Totals in this table shall tally with the totals in Table C.

Table E. DATA ON GASTPE PROGRAM, SY 2013-2014 (As of 1st Friday of the SY)

Particular	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		TOTAL (Years 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment														
Number of Slots														

DATA ON GASTPE PROGRAM (Table E)

- *The Government Assistance to Students and Teachers in Private Education (GASTPE) Program* aims to decongest public secondary schools through the extension of financial assistance to deserving elementary school graduates who wish to pursue their secondary education in private schools.

Certified True and Correct by :

Head of Institution :

(Signature Over Printed Name)

Designation :

Date :



DepEd
DIVISION OFFICE

Republic of the Philippines
DEPARTMENT OF EDUCATION
OFFICE OF PLANNING SERVICE
Research and Statistics Division



SUCs LABORATORY SCHOOL PROFILE

INSTRUCTIONS

This form shall be accomplished by the head of the laboratory school of State Universities and Colleges (SUCs) offering kindergarten, elementary and/or secondary levels. In the case of schools/institutions offering more than one level, only one school profile shall be accomplished.

The head of the school shall sign the forms 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 Research and Statistics Division, Office of Planning Service on or before **July 26, 2013**.

Important: Read the definitions/instructions found at the bottom of each table before filling up the form. No item should be left blank. Instead, "zero (0)" or "not applicable (n/a)" shall be written. Shaded boxes shall not be filled.

SCHOOL INFORMATION
SY 2013-2014

Name of Institution : _____
(Official name)

(If renamed, please indicate old name.)

Address : _____
_____ Siret/Sitio/Purok _____ Barangay _____
Municipality _____ Province/City _____

Region : _____
Division : _____
Legislative District : _____
Tel. No. : _____
Mobile No. : _____
Fax No. : _____
E-Mail Address : _____

Type of School:
(Tick as appropriate)

Kindergarten

Elementary

Secondary

Level of Education Offered

Certified True and Correct by :

Head of Institution : _____
(Signature Over Printed Name)

Designation : _____

Date : _____

Table A- PUPIL DATA, SY 2013-2014 (As of 1st Friday of the SY)

Particulars	Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Kindergarten to Grade 6)		SPED CWDS (self-contained class)		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
TOTAL ENROLMENT (Regular & SPED)																			
Monograde																			
Multigrade																			
<i>Included in the TOTAL ENROLMENT, number of:</i>																			
Pupils Previously Enrolled in Other Public Schools																			
Pupils Previously Enrolled in Private Schools																			
Repeaters																			
Balikh-Aral																			
Muslim Pupils																			
Pupils enrolled in ALIVE classes																			
Indigenous People																			
Total Number of Monograde Classes																			
Total Number of Multigrade Classes																			
<i>Included in these classes:</i>																			
ALIVE Monograde Classes																			
ALIVE Multigrade Classes																			

PUPIL DATA (Tables A) - The data to be entered cover the current school year and shall be distributed by grade level and by sex.

- **Total Enrolment** - refers to the number of pupils enrolled in the school as of 1st Friday of the SY.
- **Kindergarten Enrolment** - refers to enrolment before Grade 1 (includes Kindergarten1, Kindergarten2 and Preparatory), as of 1st Friday of the SY.
- **Monograde Enrolment** - refers to pupils being taught in classes consisting of a single grade only, as of 1st Friday of the SY.
- **Multigrade Enrolment** - refers to pupils being taught in classes consisting of two or more grades under one teacher, as of 1st Friday of the SY.
- **SPED** - refers to Special Education program for pupils with special needs i.e., gifted and talented pupils and children with disabilities (CWDS).
- **SPED CWDS (self-contained class) Enrolment** - refers to similarly grouped pupils that are not yet ready for inclusion in the regular class as of 1st Friday of the SY. This includes those who are classified by level of skills: Kindergarten, Primary Level and Transition.
- **Pupils Previously Enrolled in Other Public Schools** - refers to pupils who were enrolled in another public school the previous school year, as of 1st Friday of the SY.
- **Pupils Previously Enrolled in Private Schools** - refers to pupils who were enrolled in a private school the previous school year, as of 1st Friday of the SY.
- **Number of Repeaters** - refers to pupils who failed or left a particular grade level in any previous school year and are enrolled in the same grade level where they left or failed, as of 1st Friday of the SY.
- **Number of Balikh-Aral** - refers to pupils who finished a grade level, stopped schooling and enrolled in the next grade level after a year or more, as of 1st Friday of the SY.
- **ALIVE** means Arabic Language and Islamic Values Education.
- **Indigenous People** - a group of people or homogeneous societies identified by self-ascrption and ascription by others who have continuously lived as an organized community on communally bounded and defined territory sharing common bonds of language, customs, traditions and other distinctive cultural traits. (Source: RA 8371 Indigenous Peoples Act of 1997)
- **Number of Classes per grade level (Grades 1-6)** - refers only to monograde classes. Classes with two or more grade levels shall be counted under the multigrade category.

Note: Totals in this table shall tally with the totals in Table B.

Certified True and Correct by :

Head of Institution :

_____ (Signature Over Printed Name)

Designation :

Date :

Table B. ELEMENTARY AGE PROFILE, SY 2013-2014 (As of 1st Friday of the SY)

Age	Kindergarten		Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Kindergarten to Grade 6)		SPED CWDS (self-contained class)	
	Male	Female	With ECD Experience	Female	Without ECD Experience	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
4 & below																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19 & above																				
TOTAL																				

AGE PROFILE (Table B) - Regular & SPED

- The total enrolment of the school as of 1st Friday of the SY shall be distributed across grade levels, by single age/age group and by sex.
- ECD (Early Childhood Development) Experience includes all ECD programs for young children aged 4 to 5 years in registered pre-schools/Kindergarten and those in similar organized educational institutions and day care centers.
- Computation of the age of pupils shall be based on the child's age as of last birthday. Thus, if the pupil is 6 years 11 months as of 1st Friday of the SY, the age of the pupil is counted as 6 years.

Note: Totals in this table shall tally with the totals in Table A.

Certified True and Correct by :

Head of Institution : _____
(Signature Over Printed Name)

Designation :

Date :

Table C. STUDENT DATA, SY 2013-2014 (As of 1st Friday of the SY)

Particulars	Grade 7		Grade 8		Grade 9 (Year 3)		Grade 10 (Year 4)		Grade 11 (Modelling)		Grade 12 (Modelling)		TOTAL (Grades 7-12)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<i>Included in the TOTAL ENROLLMENT, number of:</i>														
Students Previously Enrolled in Other Public Schools														
Students Previously Enrolled in Private Schools														
Repeaters														
Baluk-Aral														
Muslim Students														
Students enrolled in ALIVE classes														
Indigenous People														
Total Number of Classes														
<i>Included in these classes:</i>														
ALIVE Classes														

STUDENT DATA (Table C) - The data to be entered cover the current school year and shall be distributed by year level and by sex.

- **Total Enrollment** - refers to the number of students enrolled in the school regardless of curricular or program offerings as of 1st Friday of the SY.
- **Students Previously Enrolled in Other Public School** - refers to students who were enrolled in another public school the previous school year, as of 1st Friday of the SY.
- **Students Previously Enrolled in Private School** - refers to students who were enrolled in a private school the previous school year, as of 1st Friday of the SY.
- **Number of Repeaters** - refers to students who failed or left a particular year level in any previous school year and are enrolled in the same year level where they left or failed, as of 1st Friday of the SY.
- **Number of Baluk-Aral** - refers to students who finished a year level, stopped schooling and enrolled in the next year level after a year or more, as of 1st Friday of the SY.
- **ALIVE** means Arabic Language and Islamic Values Education.
- **Indigenous People** - a group of people or homogeneous societies identified by self-asciption and ascription by others who have continuously lived as an organized community on communally bounded and defined territory sharing common bonds of language, custom, traditions and other distinctive cultural traits. (Source: RA 8371 Indigenous Peoples Act of 1997)

Note: Totals in this table shall tally with the totals in Table D.

Certified True and Correct by :

Head of Institution : _____
(Signature Over Printed Name)

Designation : _____

Date : _____

Table D. SECONDARY AGE PROFILE, SY 2013-2014 (As of 1st Friday of the SY)

Age	Grade 7		Grade 8		Grade 9 (Year 3)		Grade 10 (Year 4)		Grade 11 (Modelling)		Grade 12 (Modelling)		TOTAL (Grades 7-12)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
10 & Below														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20 & Above														
TOTAL														

AGE PROFILE (Table D) - Regular & Special Programs

- The total enrollment of the school as of 1st Friday of the SY shall be distributed across year levels, by single age/age group and by sex.
- *Computation of the age of students* shall be based on the child's age as of last birthday. Thus, if the student is 12 years 11 months as of 1st Friday of the SY, the age of the pupil is counted as 12 years.

Note: Totals in this table shall tally with the totals in Table C.

Certified True and Correct by :

Head of Institution : _____
(Signature Over Printed Name)

Designation : _____

Date : _____

Table E. PUPIL DATA FOR PREVIOUS SCHOOL YEAR SY 2012-2013 (As of March 31, 2013) - Regular & SPED

Particulars	Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)		SPED CWDS (non-graded)		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Enrollment																			
Number of Completers/Promotees/Graduates																			
Number of Dropouts																			
Number of Transferred In																			
Number of Transferred Out																			
Number of Late Enrollees																			

PUPIL DATA FOR PREVIOUS SCHOOL YEAR (Table E) - The data to be entered cover this school year as of March 31, 2013 and shall be distributed by grade level and by sex.

- **Enrollment** - includes all pupils enrolled in the school as of March 31.
- **Number of Completers/Promotees/Graduates** - Data on **completers** refer to Kindergarten pupils who have completed the requirements for this level. In grades 1 to 5, **promotees** refer to pupils who successfully completed the grade level. In Grade 6, this refer to pupils who completed the elementary level or the **graduates** of the level.
- **Number of Dropouts** - refers to pupils who left school before completing the prescribed grade level within the specified school year from August 01 to March 31 and **should not be included in the total enrollment as of the same date.**
- **Number of Transfers In** - refers to pupils who entered the school from another school, either government or private from August 01 to March 31.
- **Number of Transfers Out** - refers to pupils who left school to enter another school as evidence by the request for permanent record (Form 137) from August 01 to March 31 and **should not be included in the total enrollment as of the same date.**
- **Number of Late Enrollees** - refers to pupils who entered the school after the cut-off date of July 31, i.e., from August 01 onwards.

Table F. STUDENT DATA FOR PREVIOUS SCHOOL YEAR SY 2012-2013 (As of March 31, 2013) - Regular & SPED

Particulars	Grade 7 (Year 1)		Year 2		Year 3		Year 4		TOTAL (Grade 7-Year 4)		SPED CWDS (non-graded)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrollment												
Number of Promotees/Graduates												
Number of Dropouts												
Number of Transferred In												
Number of Transferred Out												
Number of Late Enrollees												

STUDENT DATA FOR PREVIOUS SCHOOL YEAR (Table F) - The data to be entered cover this school year as of March 31, 2013 and shall be distributed by year level and by sex.

- **Enrollment** - includes all students enrolled in the school as of March 31.
- **Number of Promotees/Graduates** - In years 1 to 3, **promotees** refer to students who successfully completed the year level. In Year 4, this refer to students who completed the secondary level or the **graduates** of the level.
- **Number of Dropouts** - refers to students who left school before completing the prescribed grade level within the specified school year from August 01 to March 31 and **should not be included in the total enrollment as of the same date.**
- **Number of Transfers In** - refers to students who entered the school from another school, either government or private from August 01 to March 31.
- **Number of Transfers Out** - refers to students who left school to enter another school as evidence by the request for permanent record (Form 137) from August 01 to March 31 and **should not be included in the total enrollment as of the same date.**
- **Number of Late Enrollees** - refers to students who entered the school after the cut-off date of July 31, i.e., from August 01 onwards.

Table G. PERSONNEL DATA, SY 2012-2013 (As of March 31, 2013)

	Number of Teachers				Number of Administrative and Support Personnel			
	Kindergarten		Elementary		Secondary			
Male	Female	Male	Female	Male	Female	Male	Female	Total

PERSONNEL DATA (Table G)

- Number of teachers covers teachers with full-time teaching load and part time teaching load. A teacher handling 2 or more levels shall be counted once and counted where the most number of teaching loads. These includes Professor and Instructor handling basic education.

Certified True and Correct by :

Head of Institution :

Signature Over Printed Name

Designation :

Date :