



Republic of the Philippines
Department of Education

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

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

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.
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.

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.

To: All School Administrators, Principals & Teachers In-Charge
 (Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION

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 Schools Division Superintendent