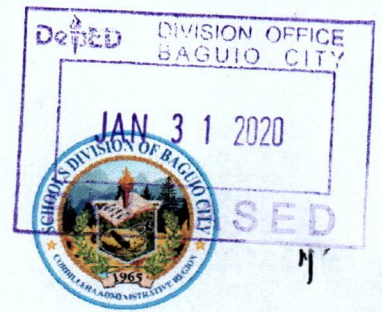




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
82 Military Cut-off Road, Baguio City



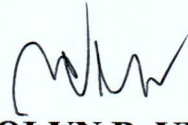
DIVISION MEMORANDUM

No. 83, s. 2020

**PRIVATE SCHOOL PROFILE UPLOADING FACILITY  
IN BASIC EDUCATION INFORMATION SYSTEM (BEIS)**

**To : PSDS  
Private Elementary and Secondary School Heads  
Private School LIS/EBEIS Coordinators/in-charge**

1. The field is informed that the facility for **Uploading BEIS Private School Profile** will be available until February 15, 2020.
2. All Private Schools are required to download the appropriate template based on School's Curricular Offering Classification (COC) and upload it at <http://beis.deped.gov.ph> once it has been accomplished.
3. Step-by-step tutorial and user guide of the facility can be viewed on the tutorials tab at <http://beis.deped.gov.ph>
4. For technical assistance on issues and concerns, refer to Schools Governance and Operations Division (SGOD) - Planning and Research through email at [planresearchbaguio@gmail.com](mailto:planresearchbaguio@gmail.com) with subject title: LIS/BEIS-Request for TA\_(School Name) or via telephone at (074) 446-6738.
5. For immediate dissemination and strict compliance.

  
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent