



Republic of the Philippines
Department of Education
Region VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

Division Memorandum
No. **206** s. of 2022

TO: District Heads
Public Elementary and Secondary Schools Heads
Private Elementary and Secondary School Heads
LIS Coordinators

FROM:  **LANI H. CERVANTES, CESO VI**
Schools Division Superintendent

SUBJECT: UPLOADING OF SY 2021-2022 SCHOOL PROFILE IN THE
BASIC EDUCATION INFORMATION SYSTEM (BEIS)

DATE: July 6, 2022

1. The field is hereby informed to upload the updated School Profile in the BEIS **on or before July 29, 2022**.
2. All schools are required to download the appropriate template based on the School's Curricular Offering Classification (COC) and upload the accomplished template in the BEIS.
3. Enclosure No. 1 of this memorandum is the user guide of the facility.
4. For technical assistance on issues and concerns, please refer to the Schools Governance and Operations Division (SGOD)-Planning and Research through email at jocelyn.acebuche@deped.gov.ph
5. For immediate dissemination and strict compliance.



"Soar High, Northern Samar Division!"



BEIS SCHOOL PROFILE UPLOADING USER GUIDE

For Schools: Download the appropriate template COC Upload the filled-up form to the school profile facility

For Divisions: Can monitor/validate uploaded school profile

For Regions: Monitor schools who have already uploaded their school profile

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 as many times as needed; however, only data from the latest uploaded version will be saved in the database.
- Template/s available for downloading will be based on the school's COCs.
- You are only required to fill in white cells.
- The system will still allow uploading of the form 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 shortcuts like 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 number

- For data cells requiring numeric values:
 - 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”.

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

- Please note that some items require only one answer; users must read instructions carefully before answering.

- Check only one answer for questions that explicitly say so.

- Other items can accept multiple answers.

- On the average monthly expenses of internet, water, and electricity same amount shall be reflected in all levels (GESP, GJHSP, GSHSP) for all public integrated schools e.g. monthly expenses for internet is P15,000.00.

- Your version of Excel should at least be MS Office 2010.

- Dates can be in these formats: M/D/YYYY or D/M/YYYY

- School can no longer upload the school profile template/s once it has been validated by the Division Planning Officer (DPO).

- For validation and reversion request, kindly contact your respective DPO.