



Republic of the Philippines
Department of Education
 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No. 07
 MAR 07 2023
 RELEASED

Office of the Schools Division Superintendent

March 6, 2023

Division Memorandum

No. 74, s. 2022

BASIC EDUCATION INFORMATION SYSTEM (BEIS) DATA COLLECTION FOR SY 2022-2023


TO: PSDSs/PICDs
 School Heads both Elementary and Secondary
 Data Hub Managers and Registrars
 District and School LIS Coordinators
 All Others Concerned
 This Division

1. In reference to the DepEd Memorandum from Undersecretary and Chief of Staff, **Epimaco V. Densing III**, Re: Basic Education Information System (BEIS) Data Collection for SY 2022-2023 in reiteration to DepEd Order No. 27, s. 2019 (Guidelines on the Yearly Collection of Data/Information Requirements and Validation Process) instructed all public and private schools both elementary and secondary as well as all State/Local Universities and Colleges (SUCs) and Higher Education Institutions (HEIs) to accomplish gathering of data and uploading it in the system.
2. In view thereof, timeline and cut-off dates of data encoding online are strictly be adhered for prompt submission to the Regional and Central Offices.

SCHEDULE	
1. Downloading & encoding of template	February 13 - March 17, 2023
2. Uploading of data	March 1 - March 24, 2023
3. Division Validation	March 1 - 31, 2023

3. Further, School Heads are also reminded to be responsible in ensuring the accuracy and correctness of all data reported in both physical and online reporting systems.
4. For technical assistance and inquiries please contact the Planning Officer III **GIPAREL B. ELUMBA** at 0917-117-8316.
5. Widest dissemination of this memorandum is desired.

For the Schools Division Superintendent:


JUDITH V. ROMAGUERA CESO VI
 Assistant Schools Division Superintendent
 In-Charge of Office

P&R/hjr/gbe/05-BEIS Collection
 06-03062023



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: zn.division@deped.gov.ph

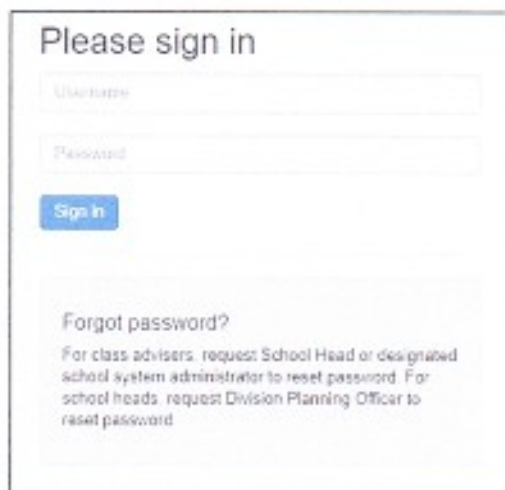
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: www.depedzn.net

THE PROCESS

1. Go to BEIS website <http://beis.deped.gov.ph/> and log in using the LIS School Head account.



Please sign in

Username

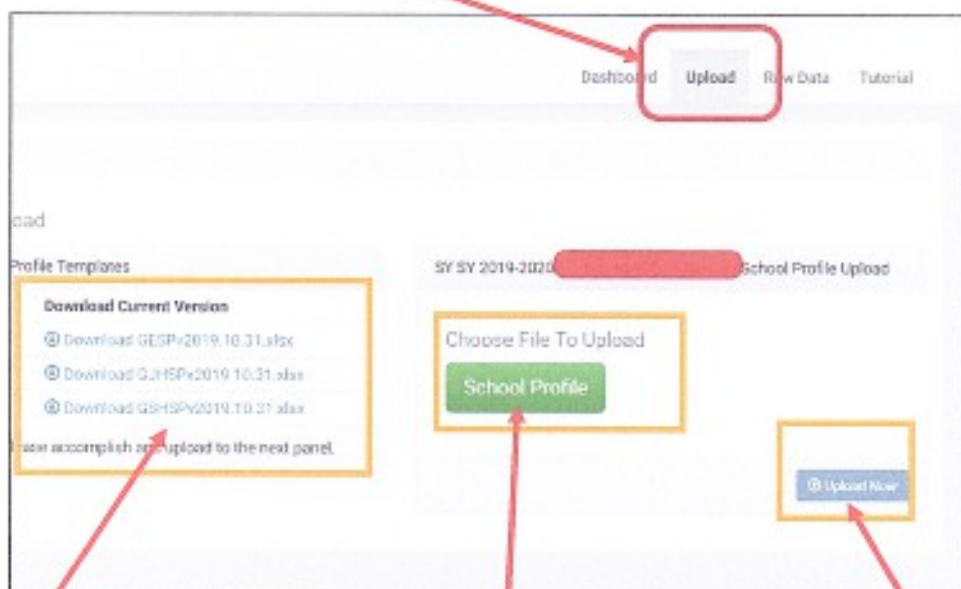
Password

Sign In

Forgot password?

For class advisers: request School Head or designated school system administrator to reset password. For school heads: request Division Planning Officer to reset password

2. Click the UPLOAD tab. ¹



Dashboard Upload Raw Data Tutorial

SY SY 2019-2020 School Profile Upload

Download Current Version

- Download GESPv2019.10.31.xlsx
- Download GJHSPv2019.10.31.xlsx
- Download GSHSPv2019.10.31.xlsx

Choose File To Upload

School Profile

Upload Now

2

Click corresponding template to download then fill up the downloaded template.

3

Once done click **School Profile** button then locate your accomplished template.

4

Click **Upload Now** button. Message appear "successful" once uploading is successful.

BEIS Uploading: School Profile Facility

SCHOOL PROFILE FACILITY

A facility that will allow the following:

- A. **For School**
 - a. Download the appropriate template based on school's COC
 - b. Upload the downloaded template to submit school profile
- B. **For Divisions and Regions**
 - a. Monitor schools who have already uploaded their school profile.
- C. **New form names based on school's COC**
 - a. *Public Elementary* - GESPV2019.10.31
 - b. *Public Junior High School* - GJHSPV2019.10.31
 - c. *Public Senior High School* - GSHSPV2019.10.31
 - d. *Private Schools* - PSPV2019.10.31
 - e. *SUC/LUC Schools* - SLUCV2019.10.31

THE GUIDELINES

- A. Only the **School Head** user account will be able to download the **School Profile template** and upload it once it has been accomplished.
- B. Only template/s downloaded from the BEIS website can be uploaded.
- C. Users can upload their accomplished School Profile template as many times as needed; however, only data from the latest uploaded version will be saved in the database.
- D. User can change the file name of the template.
- E. Template/s available for downloading will be based on the school's COCs.
- F. **Fill in the white cells only.**
- G. The system will allow uploading of template with incomplete data. Any blank data cells (with numeric value) will be converted to zero (0) in the database