



DEPARTMENT OF EDUCATION

**BEIS
UPLOADING OF
SCHOOL
PROFILE
FACILITY**



OUTLINE



School Profile Facility



Important Guidelines



Demo



SCHOOL PROFILE FACILITY

SCHOOL PROFILE FACILITY

➤ For Schools

- ❑ There are two ways to download the appropriate template based on school's COC:
 - Download the blank template
 - Download the template with data submitted from previous SY
- ❑ 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 REMINDERS

IMPORTANT GUIDELINES

- ④ Only the School Head user account will be able to download the School Profile template and upload it once it has been accomplished.
- ④ Only template/s downloaded from the BEIS website can be uploaded.
- ④ 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.
- ④ User can change the file name of the template.

IMPORTANT GUIDELINES

- ④ **Template/s available for download will be based on the school's COCs.**
- ④ **You are only required to fill in white cells. Meanwhile, you can select the check (✓) from the dropdown for cells requiring check responses.**
- ④ **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.**
- ④ **Fill out all data cells manually. Do not use shortcuts like copy and paste, cut and paste, and most especially, drag and drop.**

IMPORTANT GUIDELINES

⦿ For data cells requiring numeric values:

- ❑ Input whole number for data cells requiring whole numbers.

Table 23. NUMBER OF FUNCTIONAL COMPUTERS IN THE SCHOOL BY FUNDING SOURCE, SY 2024-2025 (As of February 28, 2025)

(Provide appropriate answers)

Types of Computer	NUMBER OF FUNCTIONAL COMPUTERS BY FUNDING SOURCE							TOTAL
	DepEd DCP	DepEd non-DCP	LGU/SEF	PTA	Private Donations	Other Government Agencies	Others	
<i>Academic Use</i>								
Desktop	2							2
Laptop	1							1
All-in-One	2							2
Tablet	2							2
Tablet PC	3							3
Virtual Terminal (Thin Client)	3							3
<i>Administrative Use</i>								
Desktop	3							3
Laptop	2							2
All-in-One	1							1
Tablet	2							2
Tablet PC	1							1
TOTAL	22	0	0	0	0	0	0	22

IMPORTANT GUIDELINES

- ④ For data cells requiring numeric values:
 - Input decimal number for data cells requiring decimal numbers.

Speed Test				
<i>Date Tested</i> (mm/dd/yyyy)	<i>Time Tested</i> (HH:MM:SS 24 hrs. format) e.g. 1:20 AM = 1:20:00 1:20 PM = 13:20:00	<i>Ping</i> (ms)	<i>Download</i> (Mbps)	<i>Upload</i> (Mbps)
		4	23.23	345.50

IMPORTANT GUIDELINES

④ For checkboxes options:

- Any checkbox option where both “Yes” and “No” are selected will be considered as “YES”.

1. Are there internet service providers in the area?

Yes

No

- Any checkbox option without an answer will be considered as “NO”.

1. Are there internet service providers in the area?

Yes

No

IMPORTANT GUIDELINES

- ⦿ Please note that some items require only one answer. Users must read the instructions carefully before responding.

Box 23. OPERATION AND MAINTENANCE OF SANITATION FACILITIES, SY 2024-2025 (As of February 28, 2025)

(Check/Provide appropriate answers)

1. How often are the sanitation facilities cleaned? *(Check only one)*

Daily

At least twice a week

Once a week

Less than once a week

1.1. Average Cost of Monthly Bills/Maintenance: *(Indicate the amount in Php)*

1.2. Who Pays for the Cost of Monthly Bills/Maintenance?

School MOOE

LGU

PTA

School Canteen Fund

Private Individual/Sector

Others, (specify)

IMPORTANT GUIDELINES

Ⓢ Other items can accept multiple answers.

Box 22. SOLID WASTE MANAGEMENT, SY 2024-2025 (As of February 28, 2025)

(Check as appropriate)

1. Is your school compliant to the Ecological Solid Waste Management Act (RA 9003)?

 Yes No

2. How is the school implementing Solid Waste Management?

Composting

Posting of signage

Use of paper plates/cups instead of plastic

Designation of trash collection point

Recycling Projects

Use of recycled materials are teaching tool

Poster making and/or slogan making contest

School representative at the Barangay Solid

Use of reusable food containerts

Waste Management Committee

aste segregation

3. Who are the school stakeholders actively engaged on the implementation of solid waste management?

Barangay

Local business partners

Parents

Community leaders

Municipal/City government

IMPORTANT GUIDELINES

- ⦿ For the integrated schools connected to only one source of electric meter, water meter and internet, get the average monthly bill and divide the average amount into number of levels. Then enter the resulting amount in the space provided.

Box 9. AVAILABILITY OF ELECTRICAL SUPPLY, SY 2024-2025 (As of February 28, 2025)
(Check/Provide appropriate answers)

1. Electrical Supply Sources:
 Grid Supply
 Off Grid Supply
 Solar Power
 Generator
 Others, (specify) _____
 No source of electricity

2. Average Cost of Monthly Bills/Maintenance: (Indicate the amount in Php) ₱ 2,345.78

3. What is the funding source?
 School MOOE School Canteen Fund
 LGU Private Individual/Sector
 PTA Others, (specify) _____

4. Number of **hours** that the electricity is usually available in a day: 8

Box 8. AVAILABILITY OF ELECTRICAL SUPPLY, SY 2024-2025 (As of February 28, 2025)
(Check/Provide appropriate answers)

1. Electrical Supply Sources:
 Grid Supply
 Off Grid Supply
 Solar Power
 Generator
 Others, (specify) _____
 No source of electricity

2. Average Cost of Monthly Bills/Maintenance: (Indicate the amount in Php) ₱2,345.78

3. What is the funding source?
 School MOOE School Canteen Fund
 LGU Private Individual/Sector
 PTA Others, (specify) _____

4. Number of **hours** that the electricity is usually available in a day: 8

Box 9. AVAILABILITY OF ELECTRICAL SUPPLY, SY 2024-2025 (As of February 28, 2025)
(Check/Provide appropriate answers)

1. Electrical Supply Sources:
 Grid Supply
 Off Grid Supply
 Solar Power
 Generator
 Others, (specify) _____
 No source of electricity

2. Average Cost of Monthly Bills/Maintenance: (Indicate the amount in Php) 2345.78

3. What is the funding source?
 School MOOE School Canteen Fund
 LGU Private Individual/Sector
 PTA Others, (specify) _____

4. Number of **hours** that the electricity is usually available in a day: 8

IMPORTANT GUIDELINES

- ⌚ For the integrated schools with separate billing each for electricity, water and internet, get the average monthly bill for each level, and declare each amount in their respective government school profile form.

Table 23. INTERNET CONNECTIVITY BY PROVIDER, SY 2024-2025 (As of February 28, 2025)
(Provide appropriate answers)

Internet Service Provider (Select from the available ISPs in Box 9)	Types of Internet Connection (Satellite, DSL, Fiber, Point-to-point, Wireless Broadband, Mobile Data, Cable)	Purpose (For administrative use, For classroom instruction use, For both administrative & classroom instruction use)	Speed Test					Quality / Reability (Strong, Stable, Weak, Intermittent, Poor)	Average Monthly Expense (in PhP)	Funding Source (DepEd DICEP, MOOE, School Funds, LGU/SEF, PTA, Private Donations, Other Government Agencies, Others)
			Date Tested (mm/dd/yyyy)	Time Tested (HH:MM-SS 24 hrs. format e.g. 1:20 AM = 1:20:00 1:20 PM = 13:20:00)	Ping (ms)	Download (Mbps)	Upload (Mbps)			
PLDT	DSL	For both administrative & classroom instruction use						Stable	₱ 1,499.00	MOOE

Table 31. INTERNET CONNECTIVITY BY PROVIDER, SY 2024-2025 (As of February 28, 2025)
(Provide appropriate answers)

Internet Service Provider (Select from the available ISPs in Box 8)	Types of Internet Connection (Satellite, DSL, Fiber, Point-to-point, Wireless Broadband, Mobile Data, Cable)	Purpose (For administrative use, For classroom instruction use, For both administrative & classroom instruction use)	Speed Test					Quality / Reability (Strong, Stable, Weak, Intermittent, Poor)	Average Monthly Expense (in PhP)	Funding Source (DepEd DICEP, MOOE, School Funds, LGU/SEF, PTA, Private Donations, Other Government Agencies, Others)
			Date Tested (mm/dd/yyyy)	Time Tested (HH:MM-SS 24 hrs. format e.g. 1:20 AM = 1:20:00 1:20 PM = 13:20:00)	Ping (ms)	Download (Mbps)	Upload (Mbps)			
Pldt	Fiber	For both administrative & classroom instruction use						Stable	₱1,399.00	MOOE

Table 25. INTERNET CONNECTIVITY BY PROVIDER, SY 2024-2025 (As of February 28, 2025)
(Provide appropriate answers)

Internet Service Provider (Select from available ISPs in Box 8)	Types of Internet Connection (Satellite, DSL, Fiber, Point-to-point, Wireless Broadband, Mobile Data, Cable)	Purpose (For administrative use, For classroom instruction use, For both administrative & classroom instruction use)	Speed Test					Quality / Reability (Strong, Stable, Weak, Intermittent, Poor)	Average Monthly Expense (in PhP)	Funding Source (DepEd DICEP, MOOE, School Funds, LGU/SEF, PTA, Private Donations, Other Government Agencies, Others)
			Date Tested (mm/dd/yyyy)	Time Tested (HH:MM-SS 24 hrs. format e.g. 1:20 AM = 1:20:00 1:20 PM = 13:20:00)	Ping (ms)	Download (Mbps)	Upload (Mbps)			
PLDT	DSL	For both administrative & classroom instruction use						Stable	₱1,299.00	MOOE

IMPORTANT GUIDELINES

- ② Your version of Excel should at least be MS Office 2010.
- ② Dates can be in these formats: M/D/YYYY or D/M/YYYY.
- ② Observe validations on data cells. Please find samples for validation:

Table	Remarks
SchInfo	School ID inputted in the template will be check based on the School ID associated in the user account.
Tables 10 & 11 (GESP Form) Tables 9 & 10 (GJHSP Form) Table 9 (GJHSP Form)	Column 12 must tally in entries in Column 2.
Table 16 (GESP Form)	Kindergarten, Grades 1 to 3, SNEd shall be less than or equal to the Kindergarten, Grades 1 to 3, SNEd in Table 17

IMPORTANT GUIDELINES

Data Elements with Validation	Validation Messages
Learners	Please enter valid number between 0-20,000.
<ul style="list-style-type: none">• Assistive Device• Locally Funded Teachers• Locally Funded Non-teaching Personnel• Teaching Related and Non-Teaching Personnel• Teaching Personnel & Other Teachers Data• LAC Sessions• Action Research• Number of Activities Conducted• Number of Reported Cases for YES-O• Functional ICT Equipment• Functional E-Cart Components• Washing Facilities• Number of Reported Cases / Incidences• Adolescent Reproductive Health Data• Comprehensive Tobacco Control Data• Classroom	Please enter valid number between 0-999.

IMPORTANT GUIDELINES

Data Elements with Validation	Validation Messages
<ul style="list-style-type: none">Date Established (Year)Year Acquired	Please enter valid year between 1600-2024.
Total Amount Utilized	Please enter amount between 0-20,000.00.
Average Monthly Expense / Bills <ul style="list-style-type: none">Internet Connection / Electricity / WaterCellular Communication / Operation & Maintenance of Sanitation Facilities	Please enter amount between 0-500,000.00. Please enter amount between 0-100,000.00.
Average Monthly Salary – Locally Funded Non-Teaching Personnel	Please enter amount between 0-100,000.00.
Vocational School Administrator I-III (JHS) & School Principal I-IV	The sum of Vocational School Administrator I to III and School Principal I to IV shall not exceed 1 because only 1 Vocational School Administrator / School Principal is allowed to manage a school.

IMPORTANT GUIDELINES

Data Elements with Validation	Validation Messages
No. of Guidance Counselor/s in Career Guidance Program	Please enter valid number between 0-40.
Functional Computers	Please enter valid number between 0-15,000.
Speed Test <ul style="list-style-type: none">Date TestedTime TestedPing (ms)Download / Upload (Mbps)	<p>Please enter date between January 1, 2025 to May 31, 2025 in M/D/YYYY or D/M/YYYY format (depends on your computer's date).</p> <p>Please enter valid time in hh:mm:ss format.</p> <p>Please enter valid number between 0-320.</p> <p>Please enter valid number between 0-2,000.00 and limit value with 2 decimal places.</p>

IMPORTANT GUIDELINES

Data Elements with Validation	Validation Messages
MOOE Allocation, Utilization & Liquidation	Please enter amount between 0-20,000,000.00.
Number of Hours available in a day	Please enter number of hour/s between 1-24.
Total Land Area (in square meters)	Please enter valid number between 0-200,000.00.
Travel Details: <ul style="list-style-type: none">• Travel Cost	Please enter amount from 0-9,999.00.
<ul style="list-style-type: none">• Travel time / Time spent (in minutes)	Please enter time in minutes.
Number of units available for medical devices / equipment / instruments	Please enter valid number between 0-2,000.
Number of DMFT / dmft	Please enter valid number between 0-20,000.
Disasters / Calamities Related Data	Please enter valid number between 0-99.
Number of Days	Please enter valid number between 0-366.

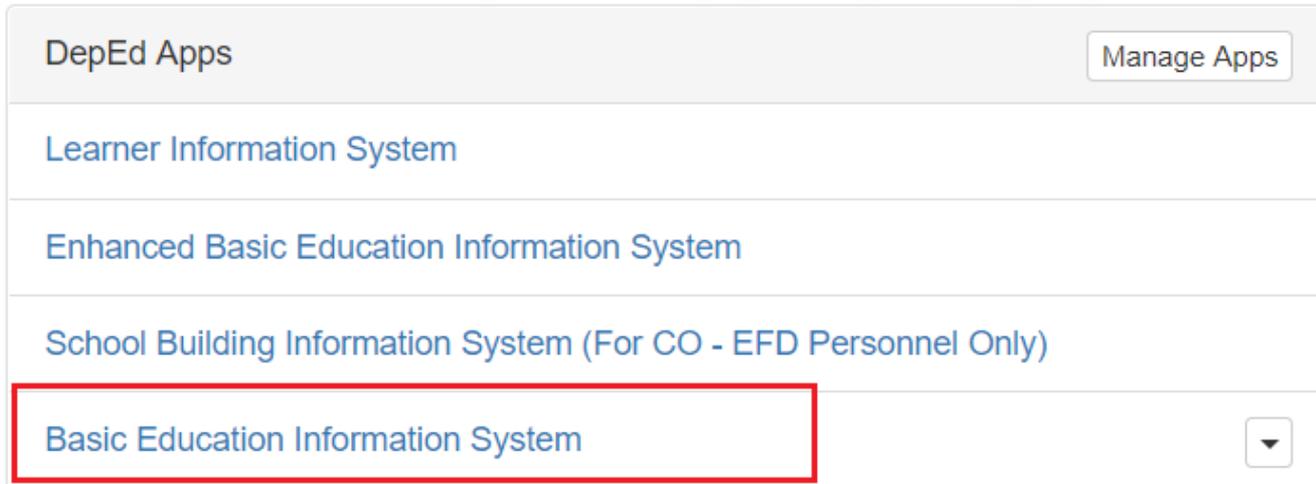


DEMO

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Steps:

1. Log in to <http://beis.deped.gov.ph> using your School Head Account.
2. Click on the **Basic Education Information System** link under the DepEd Apps group panel.



DEMO

Steps:

3. Click the Upload tab.

Dashboard **Upload** Tutorial

Dashboard

SY 2024 - 2025 Alaminos City National High School School Profile Upload

0

School Profiles Uploaded

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Steps:

❑ 4. Download the School Profile template/s. There are two ways to download the appropriate template based on school's COC:

- Download the blank template (Current Version)
- Download the template with data submitted from previous SY (Import from previous SY)

[Home](#) / [Upload](#) / [New Upload](#)

SY 2024-2025		School Profile Templates	
#	School Profile	Download Current Version	Import from previous SY 2023-2024
1	Government Junior High School Profile	Download GJHSPv2024.12.27.xlsx	JHS
2	Government Senior High School Profile	Download GSHSPv2024.12.27.xlsx	SHS

Select the appropriate template and download. Please accomplish and upload to the next panel.

SY SY 2024-2025	School School Profile Upload
Choose File To Upload	
School Profile	
Upload Now	

DEMO

Steps:

5. Accomplished the downloaded template/s.

GSHSPv2024.1.2.27 School ID:

Republic of the Philippines
DEPARTMENT OF EDUCATION
POLICY AND PLANNING SERVICE
Education Management Information System Division

GOVERNMENT SENIOR HIGH SCHOOL (SHS) PROFILE

INSTRUCTIONS

This form shall be accomplished by the head of all government Senior High 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 Schools Division Office (SDO).

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

SCHOOL INFORMATION
SY 2024-2025

<p>School Name : <input type="text"/> <i>(Official Name)</i></p> <p><input type="text"/> <i>(Previous Name, if any)</i></p> <p>Address : <input type="text"/> <input type="text"/> <input type="text"/> <i>No. Street/Sitio/Parol Barangay</i></p> <p><input type="text"/> <input type="text"/> <input type="text"/> <i>Municipality/City Province Zip Code</i></p>	:	<input type="text"/> <i>Region</i>
	:	<input type="text"/> <i>Division</i>
	:	<input type="text"/> <i>Legislative District</i>
	:	<input type="text"/> <i>Telephone Number</i>
	:	<input type="text"/> <i>Mobile Number</i>
	:	<input type="text"/> <i>Fax Number</i>
	:	<input type="text"/> <i>Website (if any)</i>
	:	<input type="text"/> <i>E-Mail Address</i>
	:	<input type="text"/> <i>Date Established (Year)</i>

Check () if the school is: (check all applicable)

Annex/Extension School (Indicate Mother School ID:)

Farm School

Implementing Unit (with any of the following: finance positions, book of accounts or fiscal autonomy and agency code)

Implementing Shifting (Indicate the highest number of shift if a school has multiple :)

Shift - refers to time schedules corresponding to different sets of classes with different sets of learners (e.g., morning and afternoon shifts). Night classes are not considered a shifting schedule.

<p><i>Certified True and Correct by:</i></p> <p>School He. : <input type="text"/> <i>[Signature Over Printed Name] / Date</i></p> <p>Position 1 : <input type="text"/></p>	<p><i>Validated by Planning Officer III (PRS-SGOD):</i></p> <p><input type="text"/> <i>[Signature Over Printed Name] / Date</i></p>	<p><i>Noted by the Schools Division Office:</i></p> <p>Head of the Office: <input type="text"/> <i>[Signature Over Printed Name] / Date</i></p> <p>Position Title: <input type="text"/></p>
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DEMO

Note that some questions have drop down options.

SCHOOL INFORMATION
SY 2020-2021

<p>School Name : <input type="text"/> <i>{Official Name}</i></p> <p><input type="text"/> <i>{Previous Name, if any}</i></p> <p>Address : <input type="text"/> <input type="text"/> <input type="text"/> <i>No. Street/Street/Parc. Barangay</i></p> <p><input type="text"/> <input type="text"/> <input type="text"/> <i>Municipality/City Province Zip Code</i></p> <p>Check (<input checked="" type="checkbox"/>) if the school is:</p> <p><input type="checkbox"/> an Annex/Extension School (Indicate Mother School ID: <input type="text"/>)</p> <p><input type="checkbox"/> an Implementing Unit (with any of the following: finance positions, book of accounts or fiscal autonomy and agency code)</p>	<p>Region : <input type="text"/></p> <p>Division : <input type="text"/></p> <p>Legislative District : <input type="text"/></p> <p>Telephone Number : <input type="text"/></p> <p>Mobile Number : <input type="text"/></p> <p>Fax Number : <input type="text"/></p> <p>Website (if any) : <input type="text"/></p> <p>E-Mail Address : <input type="text"/></p> <p>Date Established (Year) : <input type="text"/></p>
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<p><i>Certified True and Correct by:</i></p> <p>School Head : <input type="text"/> <i>{Signature Over Printed Name}</i></p> <p>Position : <input type="text"/></p>	<p><i>Validated by Planning Officer III (PRS-SGDD):</i></p> <p><input type="text"/> <i>{Signature Over Printed Name}</i></p>	<p><i>Noted by the Schools Division Office:</i></p> <p><input type="text"/> <i>{Signature Over Printed Name}</i></p>
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DEMO

Steps:

6. Click the School Profile button to search for the file to be uploaded.

Home / Upload / New Upload

SY 2024-2025		School Profile Templates	
#	School Profile	Download Current Version	Import from previous SY 2023-2024
1	Government Junior High School Profile	Download GJHSPv2024.12.27.xlsx	JHS
2	Government Senior High School Profile	Download GSHSPv2024.12.27.xlsx	SHS

Select the appropriate template and download. Please accomplish and upload to the next panel.

SY SY 2024-2025 School School Profile Upload

Choose File To Upload

School Profile

[Upload Now](#)

DEMO

Steps:

7. Click the Upload Now button.

Home / Upload / New Upload

SY 2024-2025		School Profile Templates	
#	School Profile	Download Current Version	Import from previous SY 2023-2024
1	Government Junior High School Profile	Download GJHSPv2024.12.27.xlsx	JHS
2	Government Senior High School Profile	Download GSHSPv2024.12.27.xlsx	SHS

Select the appropriate template and download. Please accomplish and upload to the next panel.

SY SY 2024-2025 School School Profile Upload

Choose File To Upload

[School Profile](#)

[Upload Now](#)

DEMO

If there are errors found in the uploaded file:
A. An error notification message will be displayed.

[Home](#) / [Upload](#) / [New Upload](#)

Upload

SY 2024-2025 School Profile Templates

#	School Profile	Download Current Version	Import from previous SY 2023-2024
1	Government Junior High School Profile	 Download GJHSPv2024.12.27.xlsx	 JHS
2	Government Senior High School Profile	 Download GSHSPv2024.12.27.xlsx	 SHS

Select the appropriate template and download. Please accomplish and upload to the next panel.

SY SY 2024-2025 School Profile Upload

 Error(s) found. Please check the errors from the table below. ✕

Choose File To Upload

School Profile

 Upload Now

TEMPLATE ERRORS (Please fix these errors and reupload your excel file)

#	Incorrect Value	Sheet/Cell Address	Error Message
1	NULL VALUE	BLANK School ID	School ID is invalid.

DEMO

If there are errors found in the uploaded file:

B. A table (**TEMPLATE ERRORS**) will be displayed for the list of errors found in the uploaded template.

[Home](#) / [Upload](#) / [New Upload](#)

Upload

SY 2024-2025	I School Profile Templates		
#	School Profile	Download Current Version	Import from previous SY 2023-2024
1	Government Junior High School Profile	 Download GJHSPv2024.12.27.xlsx	 JHS
2	Government Senior High School Profile	 Download GSHSPv2024.12.27.xlsx	 SHS

Select the appropriate template and download. Please accomplish and upload to the next panel.

SY SY 2024-2025	School Profile
Upload	
 Error(s) found. Please check the errors from the table below. ✕	
Choose File To Upload	
<input type="button" value="School Profile"/>	
<input type="button" value="Upload Now"/>	

TEMPLATE ERRORS (Please fix these errors and reupload your excel file)

#	Incorrect Value	Sheet/Cell Address	Error Message
1	NULL VALUE	BLANK School ID	School ID is invalid.

DEMO

If the uploaded file has no errors, the notification message “School Profile Successfully Uploaded” will be displayed.

[Home](#) / [Upload](#) / [New Upload](#)

Upload

SY 2024-2025 School Profile Templates

#	School Profile	Download Current Version	Import from previous SY 2023-2024
1	Government Junior High School Profile	 Download GJHSPv2024.12.27.xlsx	 JHS
2	Government Senior High School Profile	 Download GSHSPv2024.12.27.xlsx	 SHS

Select the appropriate template and download. Please accomplish and upload to the next panel.

SY SY 2024-2025 School Profile Upload

 School Profile Successfully uploaded. 

Choose File To Upload

School Profile

 Upload Now

DEMO

Steps:

8. To view/download the uploaded template/s, click the Dashboard tab. Then, click the template's name under School Profile column.

Dashboard

SY 2024 - 2025

School Profile Upload

1

School Profiles Uploaded

#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	2024_shs_xlsx	2024-2025	2025-02-26 13:17:23	82273	2025-03-19 15:32:23	82273	REUPLOAD

DEMO

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

Dashboard

School Profile Upload

1
School Profiles Uploaded

#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	📎 2024_shs	2024-2025	2025-02-26 13:17:23	82273	2025-03-19 15:49:59	82273	VALIDATED

⌚ For reversion request, kindly contact your respective DPO.

THANK YOU



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+632 8633 2658



**support.ebeis-
lis@deped.gov.ph**



**DepEd Learner
Information System (LIS)
National Help Desk**

**Senior High School LIS
Official Helpdesk**