



# DEPARTMENT OF EDUCATION

---

**BEIS  
UPLOADING OF  
SCHOOL  
PROFILE  
FACILITY**



# OUTLINE



**School Profile Facility**



**Important Guidelines**



**Demo**



# **SCHOOL PROFILE FACILITY**

# SCHOOL PROFILE FACILITY

⌚ A new facility that will allow the following:

⌚ For Schools

⌚ Download the appropriate template for their 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 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 downloading will be based on the school's COCs.**
- ④ **You are only required to fill in white cells.**
- 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 number

Table 21. NUMBER OF FUNCTIONAL ICT EQUIPMENT BY FUNDING SOURCE, SY 2020–2021 (As of October 31, 2020)  
(Provide appropriate answers)

Types of ICT Equipment	NUMBER OF FUNCTIONAL ICT EQUIPMENT BY FUNDING SOURCE							TOTAL
	DepEd DCP	DepEd non-DCP	LGU/SEF	PTA	Private Donations	Other Government Agencies	Others	
<b>Academic Use</b>								
LED TV	2							2
Network Switch	1							1
Printer	2							2
Projector	1							1
UPS	1							1
Wireless Router	1							1
<b>Administrative Use</b>								
LED TV	1							1
Network Switch	1							1
Printer	1							1
Projector	1							1
UPS	1							1
Wireless Router	1							1
<b>TOTAL</b>	14	0	0	0	0	0	0	14

**ICT Equipment** - refers to electronic devices such as hardware and software that are intended to perform information processing and communication functions.



# IMPORTANT GUIDELINES

**For data cells requiring numeric values:**

- ❑ Input decimal numbers for data cells requiring decimal numbers**

3. How fast is your internet connection when not in use? Use [www.speedtest.net](http://www.speedtest.net) to test the speed.

Date Tested:	<input type="text"/>	Ping (ms):	<input type="text" value="5"/>	Upload (Mbps):	<input type="text" value="23.78"/>
Time Tested:	<input type="text"/>	Download (Mbps):	<input type="text" value="34.25"/>		

# IMPORTANT GUIDELINES

**For checkboxes options:**

- Any checkbox option where “Yes” and “No” options were both selected, this will be considered as a “YES”.**

1. Are there internet service providers in the area?

Yes

No

# IMPORTANT GUIDELINES

**For checkboxes options:**

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

3. Does the school officially manage a Facebook page?

*Please specify your Facebook page.*

Yes

3.a. If Yes, what is the Facebook page address? (facebook.com/\_\_\_\_\_)

# IMPORTANT GUIDELINES

**For checkboxes options:**

- If both “Yes” and “No” options are not selected, this will be treated automatically as a “NO”.**

**Box 2. ACTION RESEARCH, SY 2020-2021 (As of October 31, 2020)**

*(Check/Provide appropriate answers)*

1. Do you conduct Action Research in your school?

Yes

No

If Yes, indicate the number of Action Research conducted:

1.a. Completed last SY 2019-2020

1.b. On-going

1.c. To be conducted

# IMPORTANT GUIDELINES

- ⌚ Your version of Excel should at least be MS Office 2010.
- ⌚ Dates can be in these formats: M/D/YYYY or D/M/YYYY.

Observe validations on data cells.

Table	Reminders
SchInfo	School ID inputted in the template will be check based on the School ID associated in the user account.
Table 11 (GESP Form) Tables 5 & 6 (GSHSP Form)	Column 12 shall tally in entries in Column 2
Table 16 (GESP Form)	Grades 4, 5 and 6 of this table shall be less than or equal to Grades 4, 5 and 6 in Table 17

# IMPORTANT GUIDELINES

Type of Data Element in BEIS	Message
<b>Learners</b>	Please enter valid number between 0-20,000.
<b>Teachers</b>	Please enter valid number between 0-999.
<b>Other Numeric Value</b>	Message
• <b>Assistive Device</b>	Please enter valid number between 0-999.
• <b>LAC Sessions/Action Research</b>	Please enter valid number between 0-2,000.
• <b>Years as Adviser/Guidance Counselor</b>	Please enter valid number between 0-40.
• <b>Average Monthly Expense (Internet Connection/Electricity/Water )</b>	Please enter valid number between 0-1,000,000.00.

# IMPORTANT GUIDELINES

<ul style="list-style-type: none"><li>• <b>Number of Hours in available day</b></li></ul>	<b>Please enter valid number between 0-24.</b>
<ul style="list-style-type: none"><li>• <b>Total land area</b></li></ul>	Please enter valid number between 0-200,000.
<ul style="list-style-type: none"><li>• <b>Clinic supplies</b></li></ul>	Please enter valid number between 0-2,000.
<ul style="list-style-type: none"><li>• <b>Days</b></li></ul>	Please enter valid number between 0-31.
<ul style="list-style-type: none"><li>• <b>Disaster (HIH)</b></li></ul>	Please enter valid number between 0-99.
<b>Time Tested</b>	Please enter valid time in HH:MM:SS format.
<b>Dropdown</b>	Please select on the list provided.
<b>MOOE</b>	Please enter valid number between 0-20,000,000.00
<b>Year acquired</b>	Please enter valid year.



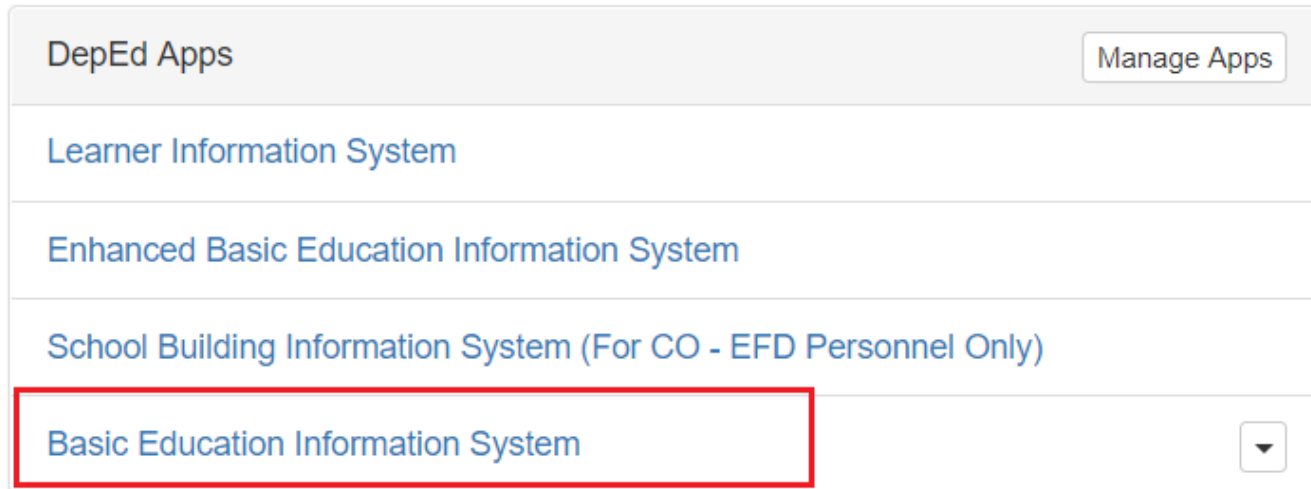
**DEMO**



# DEMO

## Steps:

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



# DEMO

## Steps:

### 3. Click the Upload tab.

Dashboard

Upload

Raw Data

Tutorial

( ) Dashboard

SY 2020 - 2021

School Profile Upload

0

School Profiles Uploaded

## Steps:

### 4. Download the School Profile template/s.

The screenshot shows a web application interface with a navigation bar at the top containing 'Dashboard', 'Upload', 'Raw Data', and 'Tutorial'. Below the navigation bar is a breadcrumb trail: 'Home / Upload / New Upload'. A dropdown menu is open, showing 'SY 2020-2021'. The main content area is divided into two panels. The left panel, titled 'SY 2020-2021 School Profile Templates', contains a table with the following data:

#	School Profile	Download Current Version
1	Government Senior High School Profile	<a href="#">Download GSHSPv2021.02.23.xlsx</a>


Below the table, a text box reads: 'Select the appropriate template and download. Please accomplish and upload to the next panel.' The right panel, titled 'SY SY 2020-2021 School Profile Upload', contains a 'Choose File To Upload' section with a green button labeled 'School Profile'. At the bottom right of this panel is a blue button labeled 'Upload Now'.

# DEMO


## Steps:

### 5. Accomplished the downloaded template/s.

CSMSIP - 2013.01.13 School ID:



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
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 Regional Schools Division Office (RSDO).

*Superheads: Read the Additional Instructions found at the bottom of each table before filling out the form. No item shall be left blank. Instead, "none [N/A]" shall be written. Shaded boxes shall not be filled.*

**SCHOOL INFORMATION**  
SY 2013-2013

<p><b>School Name :</b> <input type="text"/> <i>[Official Name]</i></p> <p><input type="text"/> <i>[Previous Name, if any]</i></p> <p><b>Address :</b> <input type="text"/> <input type="text"/> <input type="text"/> <i>No. Subdivision Post Barangay</i></p> <p><input type="text"/> <input type="text"/> <input type="text"/> <i>Municipality/City Province Zip Code</i></p> <p><b>Check ( ) if the school is:</b></p> <p><input type="checkbox"/> an Annex/Extension School <i>[Indicate Mother School]</i></p> <p><input type="checkbox"/> an Implementing Unit <i>[with any of the following: finance positions, bank of accounts or financial statements and agency code]</i></p>	<p><b>Region :</b> <input type="text"/></p> <p><b>Division :</b> <input type="text"/></p> <p><b>Legislative District :</b> <input type="text"/></p> <p><b>Telephone Number :</b> <input type="text"/></p> <p><b>Mobile Number :</b> <input type="text"/></p> <p><b>Fax Number :</b> <input type="text"/></p> <p><b>Website (if any) :</b> <input type="text"/></p> <p><b>E-Mail Address :</b> <input type="text"/></p> <p><b>Date Established ( ) :</b> <input type="text"/></p>
--	--

**Credited Year and Current by:**  **Validated by Planning Officer III (PRS-SGAB):**  **Noted by the Schools Division Office:**

**School No. :**  *[Signature Over Printed Name]* **Signature Over Printed Name:**  *[Signature Over Printed Name]*

**Position :**  *[Signature Over Printed Name]* **Signature Over Printed Name:**  *[Signature Over Printed Name]*

# 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>
---	--

<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>
--	--	--

# DEMO

## Steps:

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

The screenshot shows a web application interface with a navigation bar at the top containing 'Dashboard', 'Upload', and 'Tutorial'. Below the navigation bar is a breadcrumb trail: 'Home / Upload / New Upload'. The main content area is divided into two panels. The left panel, titled 'SY 2020-2021 School Profile Templates', contains a table with the following data:

#	School Profile	Download Current Version
1	Government Elementary School Profile	<a href="#">Download GESPV2021.02.23.xlsx</a>

Below the table is a text instruction: 'Select the appropriate template and download. Please accomplish and upload to the next panel.'

The right panel, titled 'SY SY 2020-2021 School Profile Upload', contains a section titled 'Choose File To Upload' with a green button labeled 'School Profile' highlighted by a red box. At the bottom right of this panel is a blue button labeled 'Upload Now'.

# DEMO

## Steps:

### 7. Click the Upload Now button.

Dashboard Upload Tutorial

Home / Upload / New Upload

( ) Upload

SY 2020-2021 School Profile Templates

#	School Profile	Download Current Version
1	Government Elementary School Profile	<a href="#">Download GESPV2021.02.23.xlsx</a>

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

SY SY 2020-2021 School Profile Upload

Choose File To Upload

School Profile

Upload Now

# DEMO

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

The screenshot shows a web application interface for uploading school profile templates. On the left, there is a breadcrumb trail: Home / Upload / New Upload. Below it, the page title is 'Bantug Hacienda ES ( ) Upload'. A dropdown menu shows 'SY 2020-2021' and 'School Profile Templates'. A table lists the templates:

#	School Profile	Download Current Version
1	Government Elementary School Profile	<a href="#">Download GESPV2021.02.23.xlsx</a>

Below the table, a message reads: 'Select the appropriate template and download. Please accomplish and upload to the next panel.' On the right, there is a search bar with 'SY SY 2020-2021'. Below it, a red-bordered box contains an error message: 'Error(s) found. Please check the errors from the table below. <'. Below the error message, there is a 'Choose File To Upload' section with a green 'School Profile' button and a blue 'Upload Now' button.

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

#	Variable	Incorrect Values	Sheet/Cell Address	Error Message
1	sch_id		INVALID SCHOOL ID	User's School ID ( ) is NOT EQUAL with the template's School ID ( )



# DEMO

If there are errors found in the uploaded file:

2. A table (**TEMPLATE ERRORS**) will be displayed to list the errors found in the uploaded template.

Home / Upload / New Upload

( ) Upload

SY 2020-2021 Bantug Hacienda ES School Profile Templates

#	School Profile	Download Current Version
1	Government Elementary School Profile	<a href="#">Download GESPr2021.02.23.xlsx</a>

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

SY SY 2020-2021

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

Choose File To Upload

School Profile

Upload Now

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

#	Variable	Incorrect Values	Sheet/Cell Address	Error Message
1	sch_id		INVALID SCHOOL ID	User's School ID ( ) is NOT EQUAL with the template's School ID ( )

# DEMO

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

The screenshot displays a web application interface with a navigation bar at the top containing 'Dashboard', 'Upload', and 'Tutorial'. Below the navigation bar, there is a breadcrumb trail: 'Home / Upload / New Upload'. The main content area is divided into two panels. The left panel, titled 'Bantug Hacienda ES ( ) Upload', contains a section for 'SY 2020-2021 Profile Templates'. It features a table with the following data:

#	School Profile	Download Current Version
1	Government Elementary School Profile	<a href="#">Download GESPV2021.02.23.xlsx</a>

Below the table, a text instruction reads: 'Select the appropriate template and download. Please accomplish and upload to the next panel.' The right panel, titled 'SY SY 2020-2021 School Profile Upload', shows a green notification box with a checkmark and the text 'School Profile Successfully uploaded.' This notification box is highlighted with a red border. Below the notification, there is a section titled 'Choose File To Upload' with a green button labeled 'School Profile'. At the bottom right of the right panel, there is a blue button labeled '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 2020 - 2021 School Profile Upload

1  
School Profiles Uploaded

#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	<a href="#">2020_elem_ .xlsx</a>	2020-2021	2021-03-01 07:04:18	56403	2021-03-08 01:34:17	56403	<a href="#">REUPLOAD</a>

# DEMO

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

Dashboard

SY 2020 - 2021 School Profile Upload

1  
School Profiles Uploaded

#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	<a href="#">2020_elem_...xlsx</a>	2020-2021	2021-03-01 07:04:18	56403	2021-03-08 01:56:30	56403	VALIDATED

- ⌚ For reversion request, kindly contact your respective DPO.

# THANK YOU



**+632 8636 4878**  
**+632 8633 2658**



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



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

**Senior High School LIS  
Official Helpdesk**