DEPARTMENT OF EDUCATION

BEIS
Uploading of school profile facility

OUTLINE

- School Profile Facility
- Important Guidelines
- Demo

DepED
DEPARTMENT OF EDUCATION

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

- **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.**
- **User can change the file name of the template.**

IMPORTANT GUIDELINES

- **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.**

IMPORTANT GUIDELINES

For data cells requiring numeric values:

- **Input whole number for data cells requiring whole number**

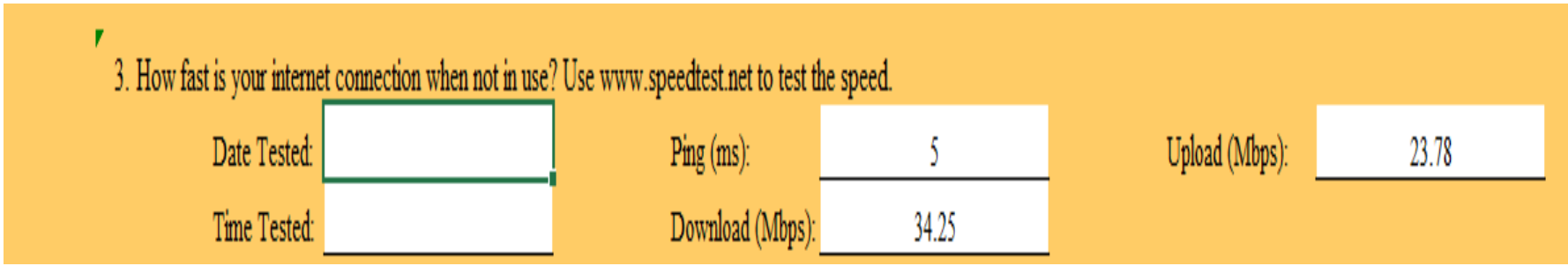
Table 23. NUMBER OF FUNCTIONAL ICT EQUIPMENT BY FUNDING SOURCE, SY 2021-2022 (As of October 31, 2021)
(Provide appropriate answers)

Types of ICT Equipment	NUMBER OF FUNCTIONAL ICT EQUIPMENT BY FUNDING SOURCE							
	DepEd DCP	DepEd non-DCP	LGU/SEF	PTA	Private Donations	Other Government Agencies	Others	TOTAL
Academic Use								
LED TV	2							2
Network Switch	1							1
Printer	3							3
Projector	2							2
UPS	1							1
Wireless Router	1							1
Lapel	1							1
Administrative Use								
LED TV	1							1
Network Switch	2							2
Printer	2							2
Projector	3							3
UPS	4							4
Wireless Router	5							5
TOTAL	28	0	0	0	0	0	0	28

IMPORTANT GUIDELINES

For data cells requiring numeric values:

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



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.**

IMPORTANT GUIDELINES

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

Box 22. OPERATION AND MAINTENANCE OF SANITATION FACILITIES, SY 2021-2022 (As of December 31, 2021)
(Check/Provide appropriate answers)

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

- ☑ Daily
- ☑ At least twice a week
- ☑ Once a week
- ☑ Less than once a week

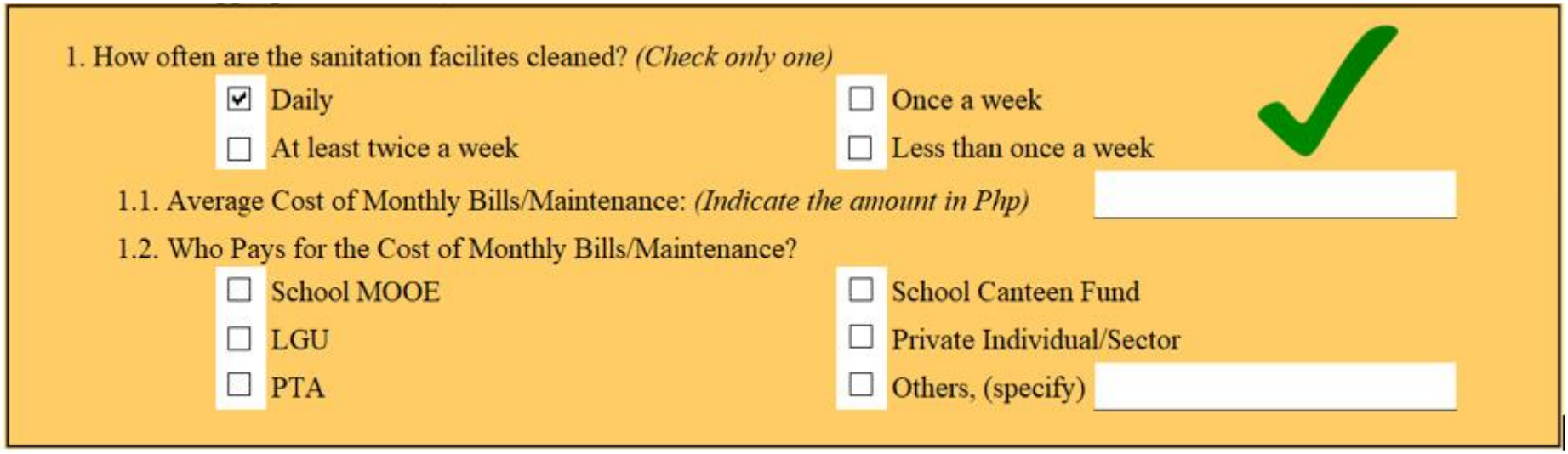
1.1. Average Cost of Monthly Bills/Maintenance: *(Indicate the amount in Php)* _____

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

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



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

- [x] 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 21. SOLID WASTE MANAGEMENT, SY 2021-2022 (As of December 31, 2021)
(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?

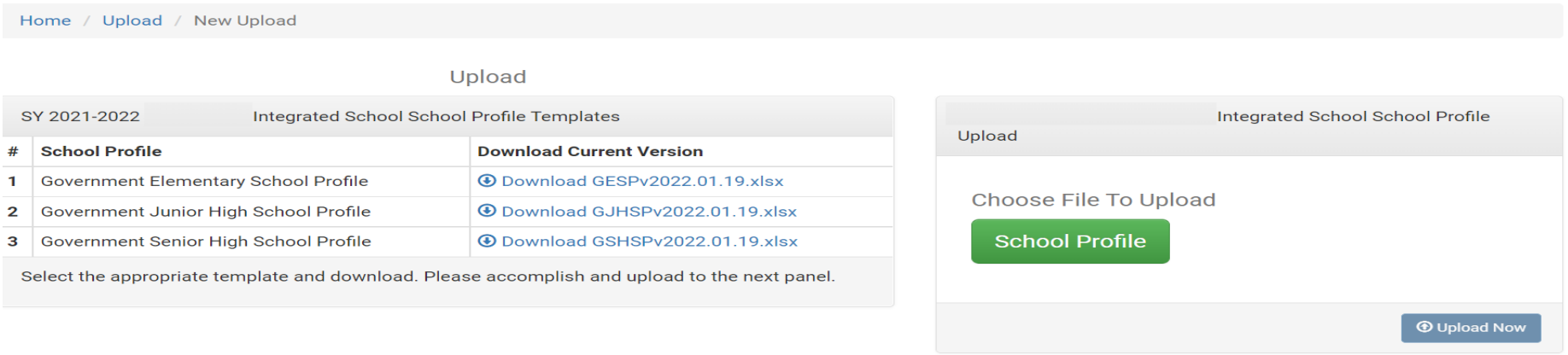
☑ Composting	☑ Posting of signage	☑ Use of paper plates/cups instead of plastic
☑ Designation of trash collection point	☑ Recycling Projects	☑ Use of recycled materials are teaching tool
☑ Poster making and/or slogan making contest	☑ School representative at the Barangay Solid Waste Management Committee	☑ Use of reusable food containerts
		☑ Waste 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

- **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.**



IMPORTANT GUIDELINES

Table 21. AVERAGE MONTHLY EXPENSE (IN PESOS) OF INTERNET CONNECTION BY FUNDING SOURCE, SY 2021-2022 (As of October 31, 2021)
(Provide appropriate answers)

Types of Internet Connection (Wired, Fixed wireless, Satellite, USB Modem)	Internet Service Provider (Select from available ISPs above)	Average Monthly Expense (in PhP)	Funding Source (DepEd DICP, MOOE, School Funds, LGU/SEF, PTA, Private Donations, Other Government Agencies, etc.)
		15,000.00	

Table 27. AVERAGE MONTHLY EXPENSE (IN PESOS) OF INTERNET CONNECTION BY FUNDING SOURCE, SY 2021-2022 (As of October 31, 2021)
(Provide appropriate answers)

Types of Internet Connection (Wired, Fixed wireless, Satellite, USB Modem)	Internet Service Provider (Select from available ISPs above)	Average Monthly Expense (in PhP)	Funding Source (DepEd DICP, MOOE, School Funds, LGU/SEF, PTA, Private Donations, Other Government Agencies, Others)
		15,000.00	

Table 24. AVERAGE MONTHLY EXPENSE (IN PESOS) OF INTERNET CONNECTION BY FUNDING SOURCE, SY 2021-2022 (As of October 31, 2021)
(Provide appropriate answers)

Types of Internet Connection (Wired, Fixed wireless, Satellite, USB Modem)	Internet Service Provider (Select from available ISPs above)	Average Monthly Expense (in PhP)	Funding Source (DepEd DICP, MOOE, School Funds, LGU/SEF, PTA, Private Donations, Other Government Agencies, Others)
		15,000.00	

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

IMPORTANT GUIDELINES

• **Number of Hours in available day**	**Please enter valid number between 0-24.**
• **Total land area**	Please enter valid number between 0-200,000.
• **Clinic supplies**	Please enter valid number between 0-2,000.
• **Days**	Please enter valid number between 0-31.
• **Disaster (HIH)**	Please enter valid number between 0-99.
Time Tested	Please enter valid time in HH:MM:SS format.
Dropdown	Please select on the list provided.
MOOE	Please enter valid number between 0-20,000,000.00
Year acquired	Please enter valid year.

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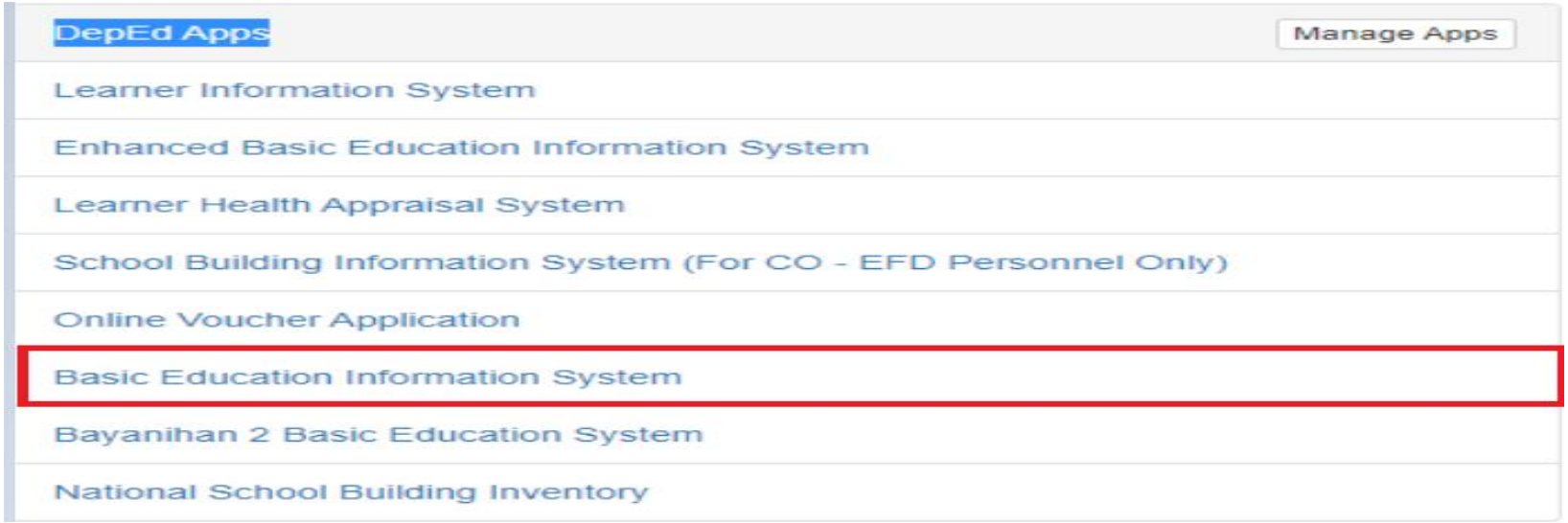
Steps:

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.**



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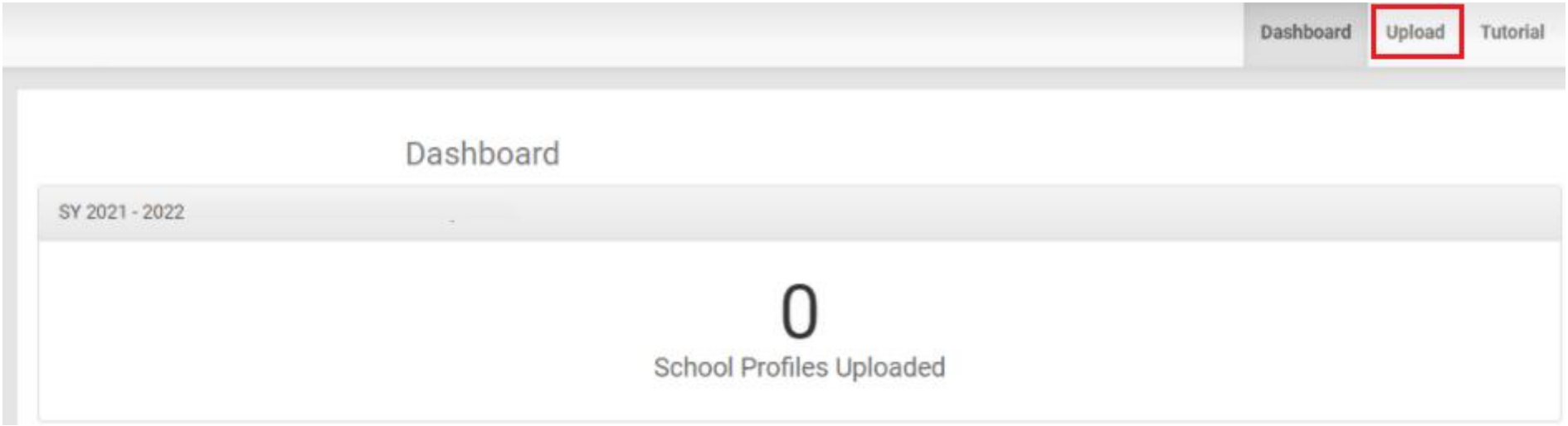
Steps:

3. Click the Upload tab.



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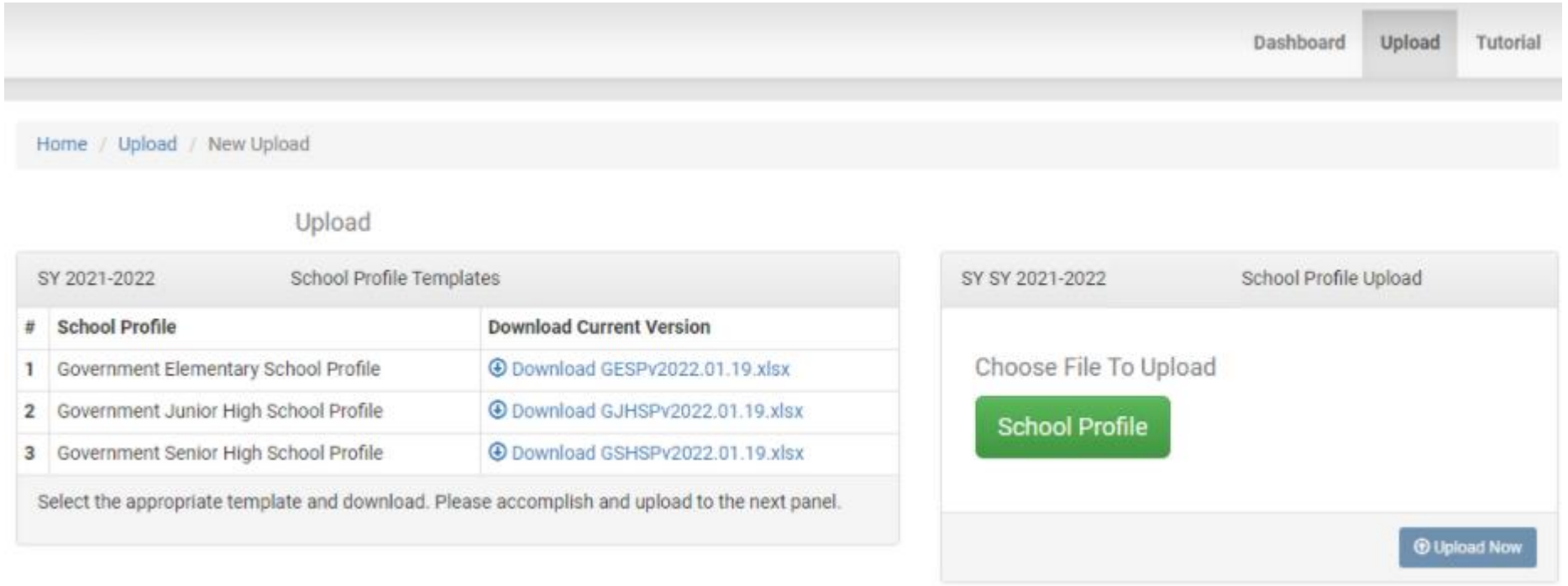
Steps:

4. Download the School Profile template/s.



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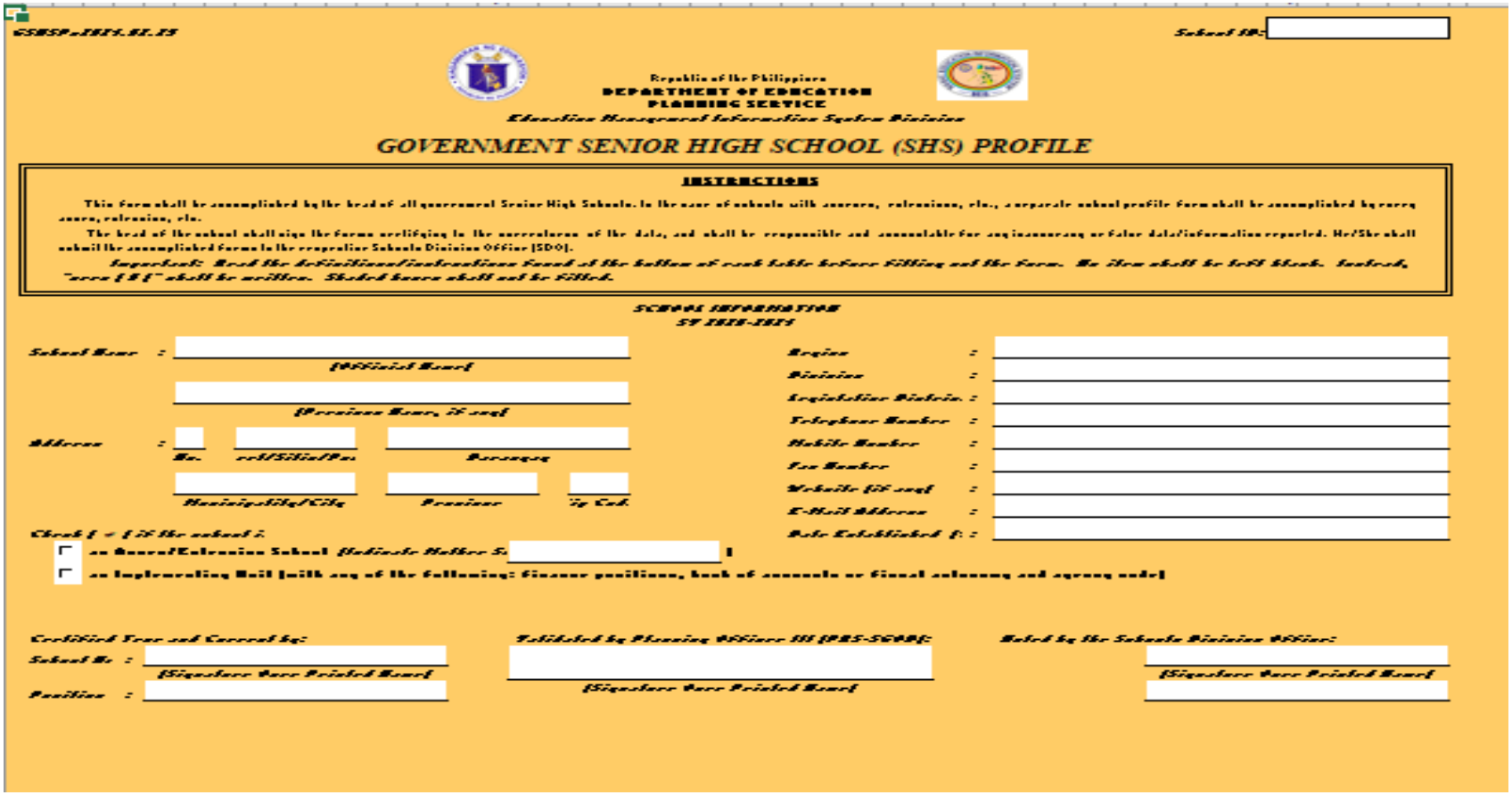
Steps:

5. Accomplished the downloaded template/s.



Republic of the Philippines
DEPARTMENT OF EDUCATION
PLANNING SERVICE

GOVERNMENT SENIOR HIGH SCHOOL (SHS) PROFILE

INSTRUCTIONS

SCHOOL INFORMATION
SY 2018-2019

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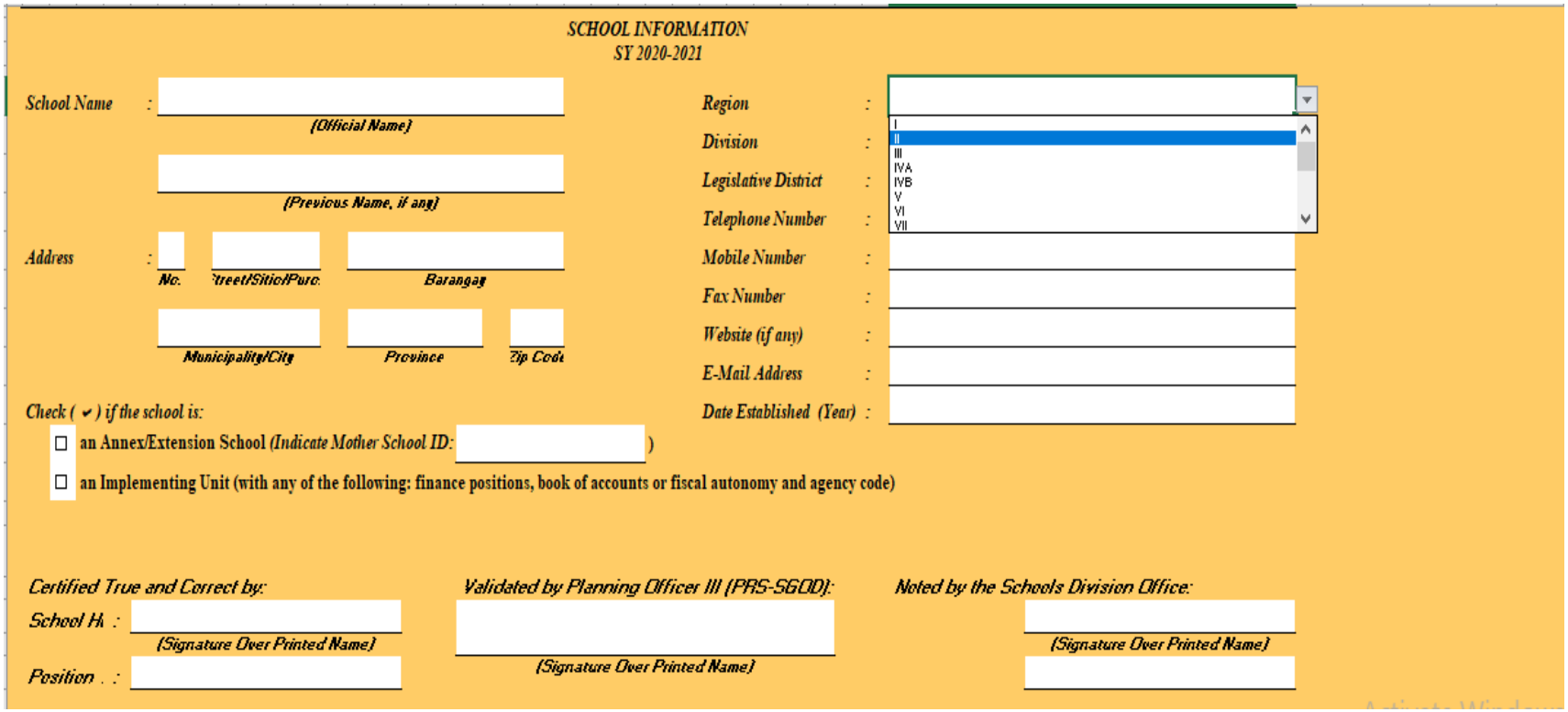
- **Note that some questions have drop down options.**



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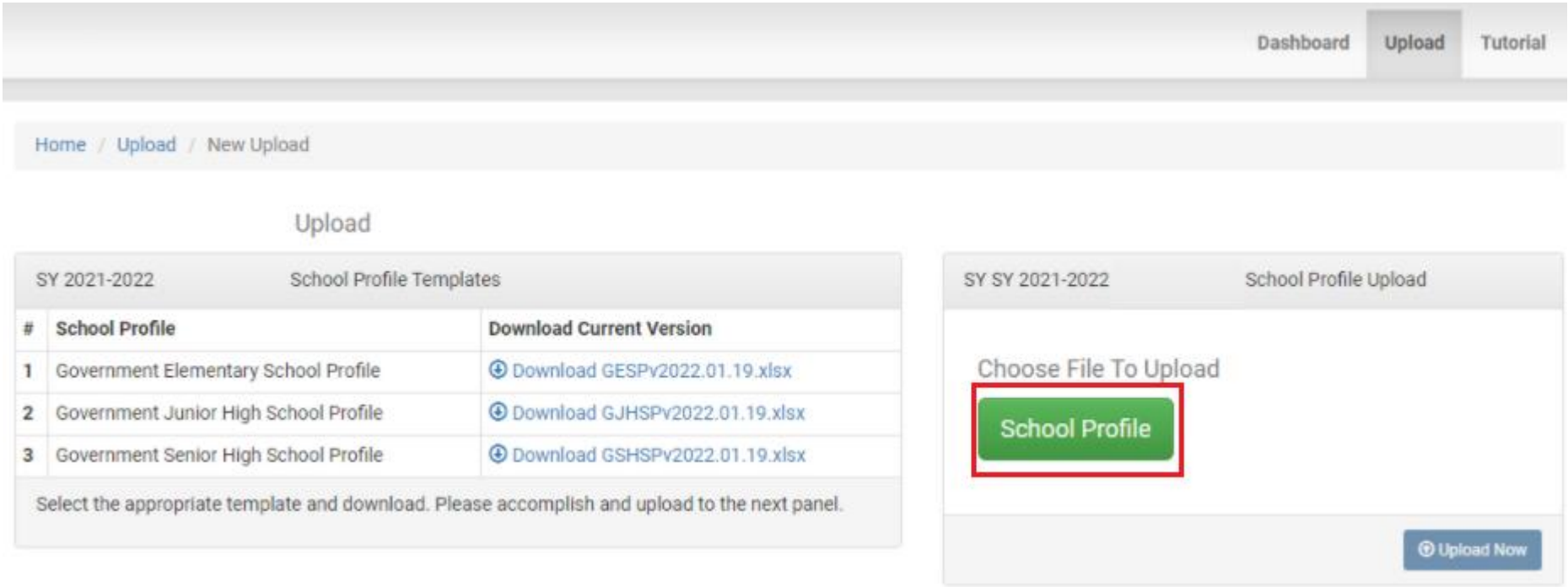
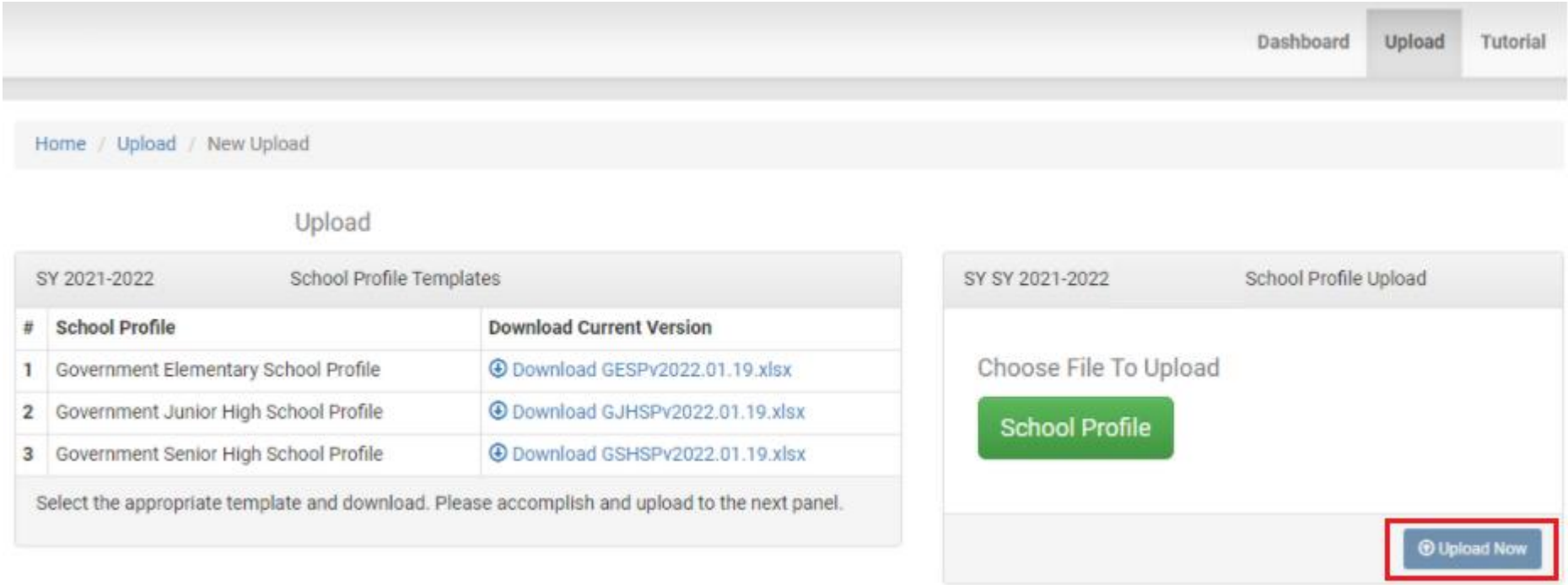
Steps:

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



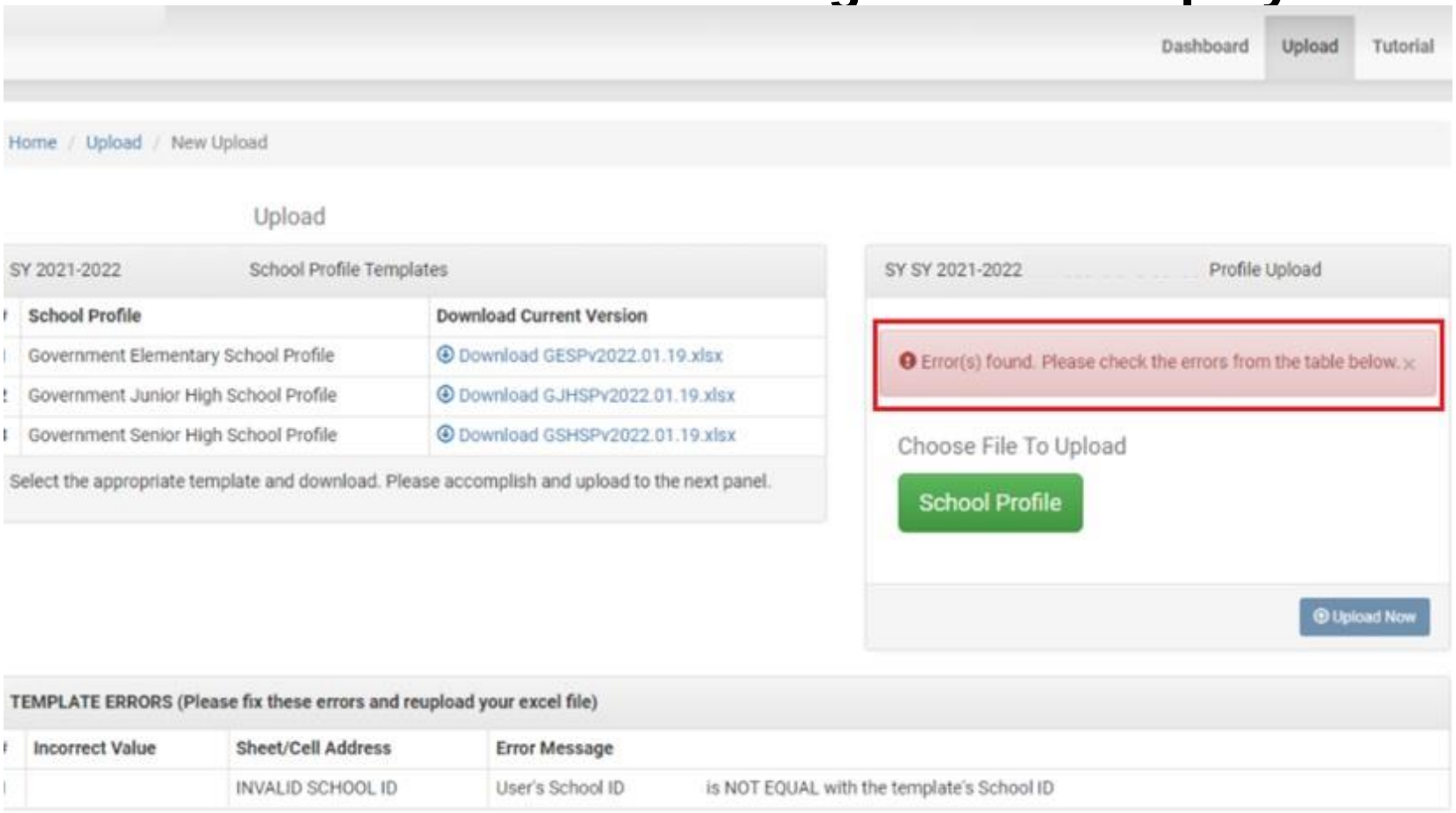
Steps:

7. Click the Upload Now button.



If there are errors found in the uploaded file:

1. An error notification message will be displayed.



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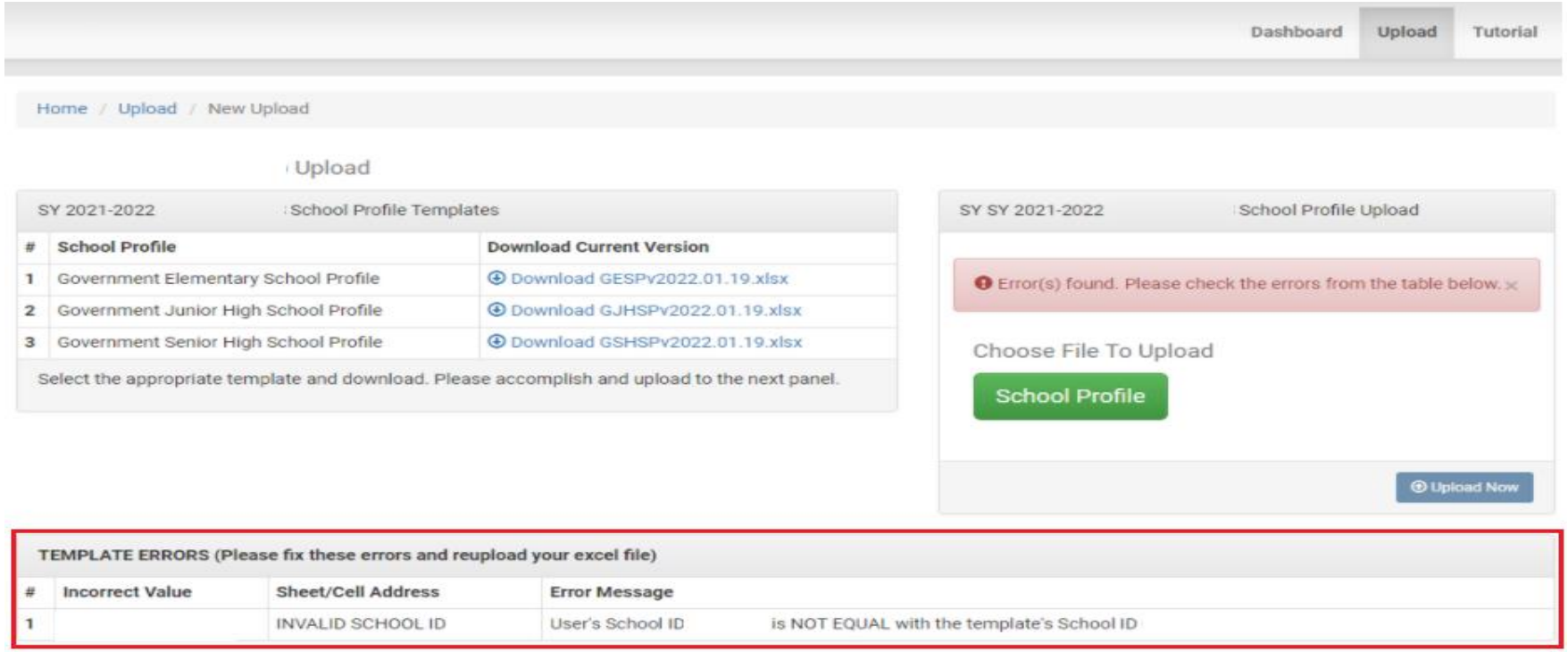
If there are errors found in the uploaded file:

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



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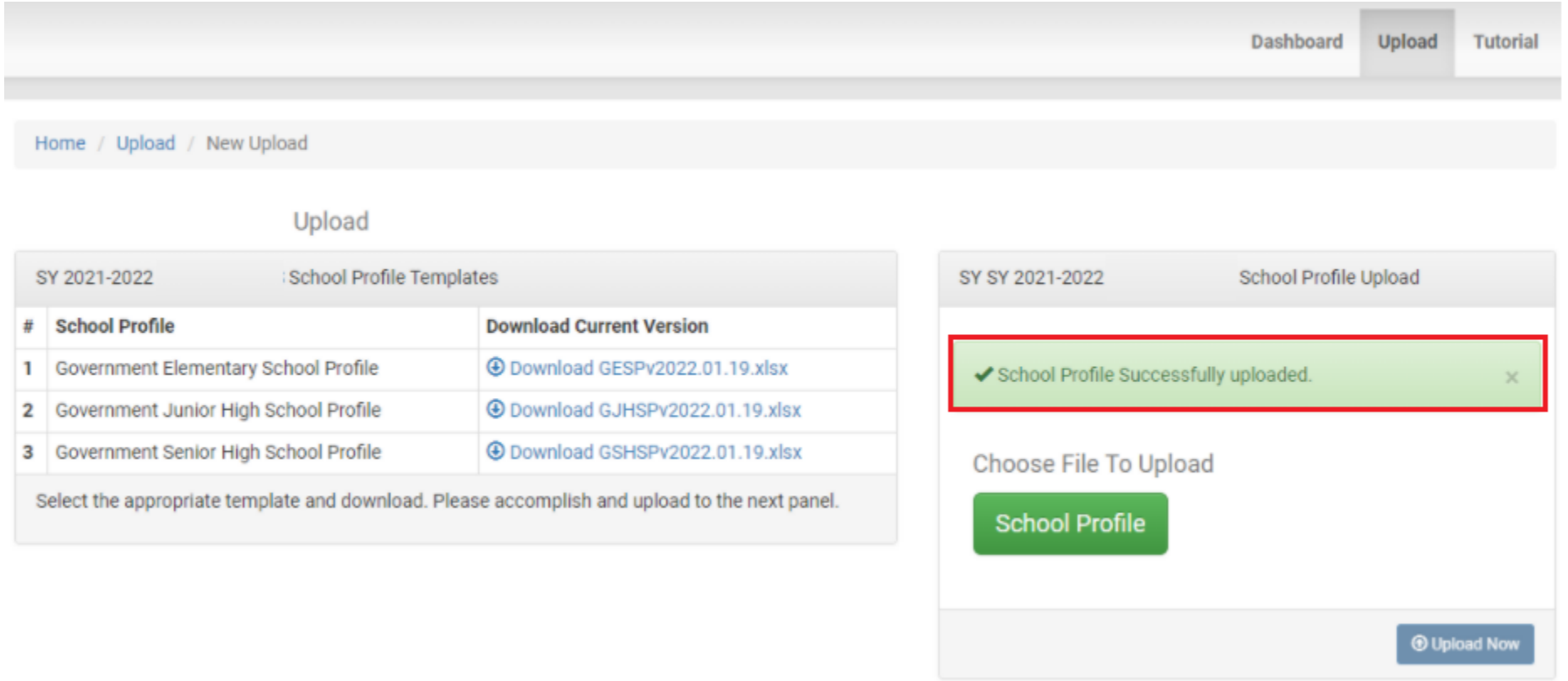
If the uploaded file has no errors, a "School Profile Successfully uploaded" notification message will be displayed.



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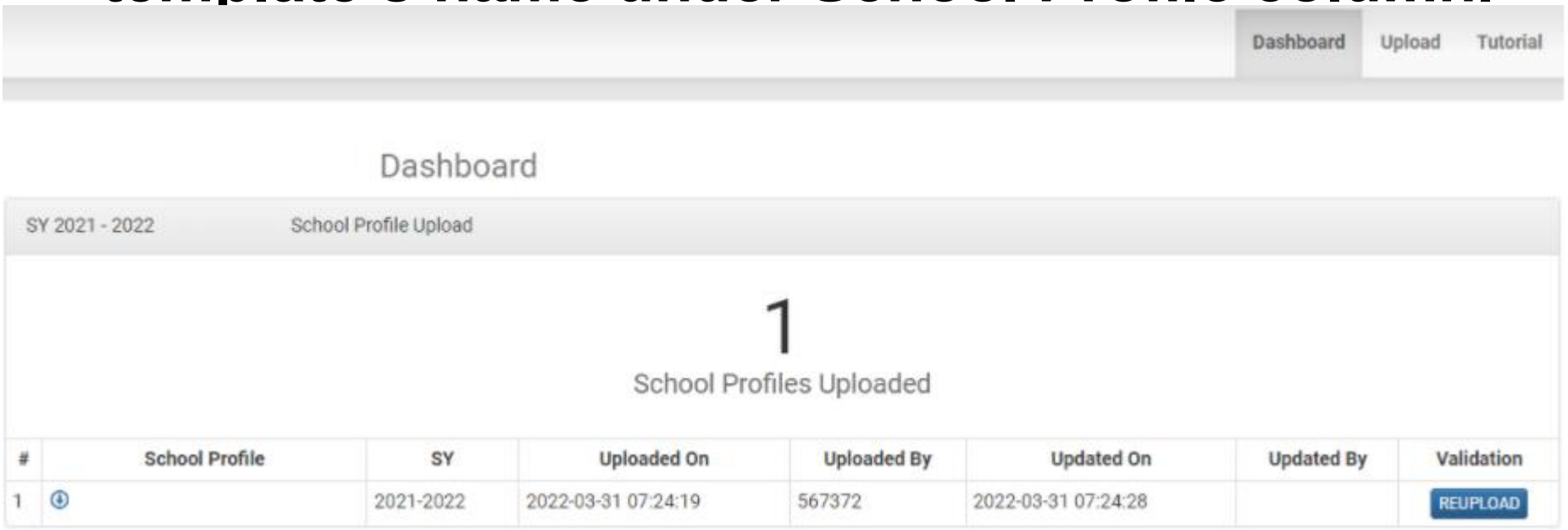
Steps:

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



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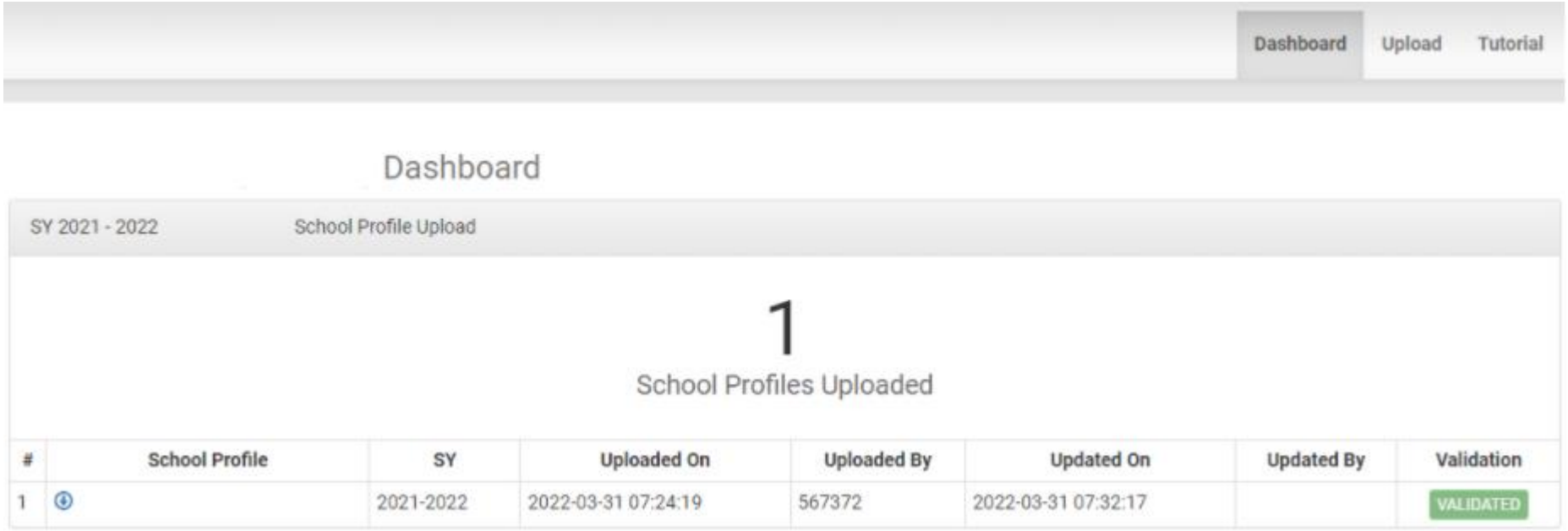
- **School can no longer upload the school profile template/s once it has been validated by the Division Planning Officer (DPO).**



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

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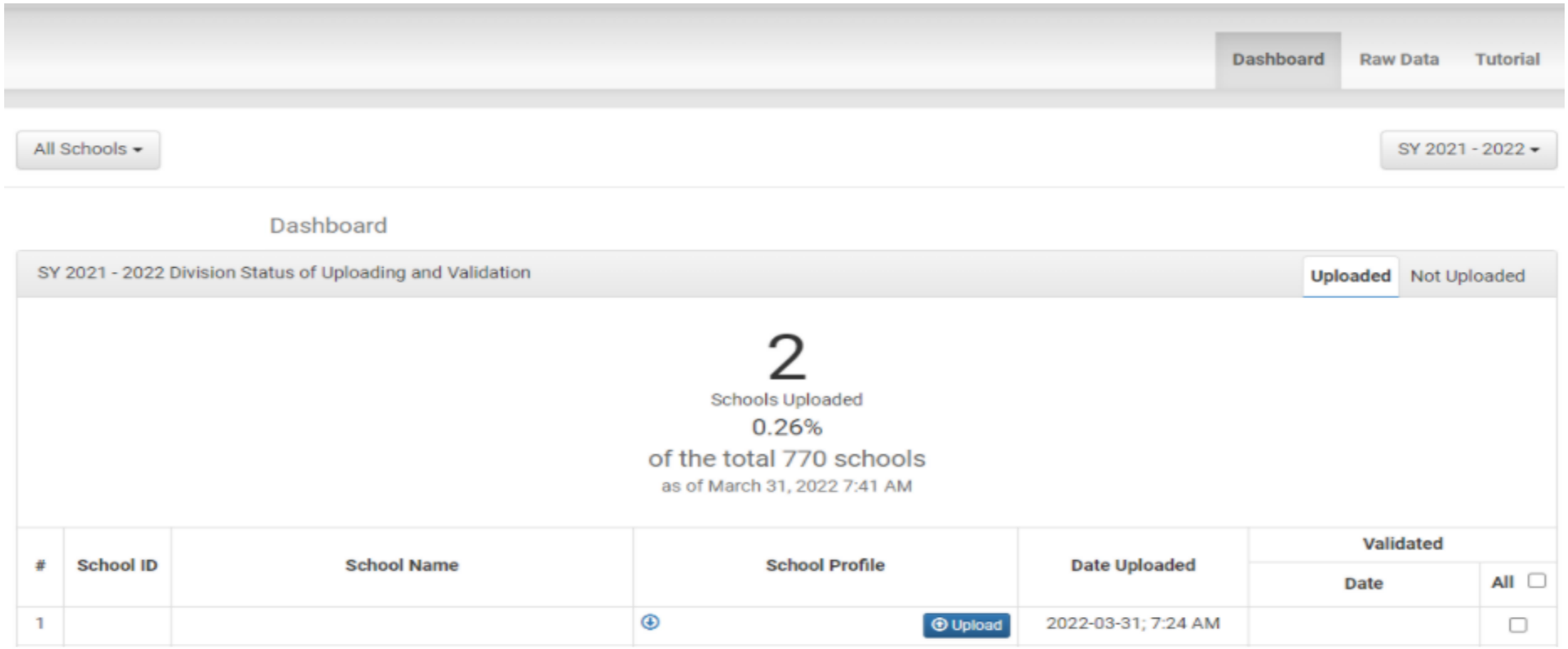
- **For validation and reversion request, kindly contact your respective DPO.**



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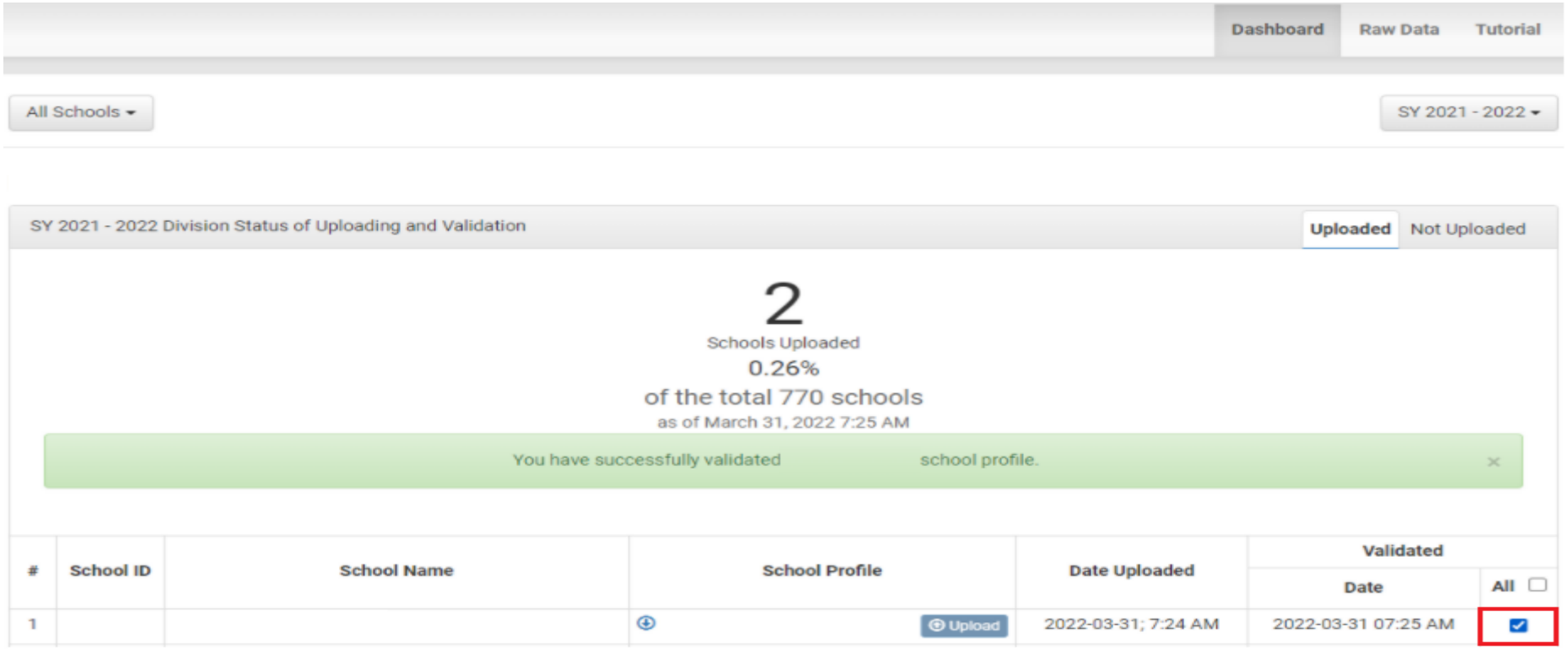
- **To validate the School Profile by DPO simply click the check box.**



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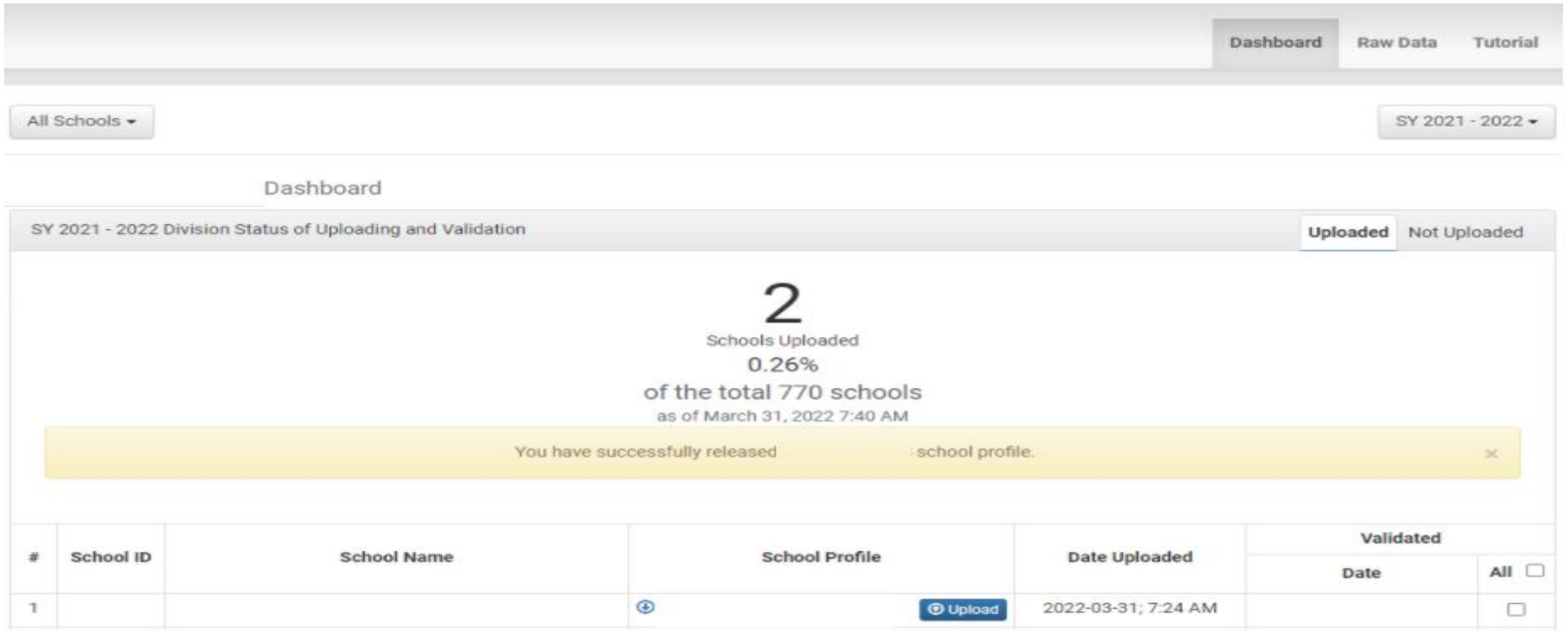
- **To unvalidate the School Profile by DPO simply click the check box.**



THANK YOU

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DepEd Learner Information System (LIS) National Help Desk

Senior High School LIS Official Helpdesk