



DEPARTMENT OF EDUCATION

BEIS
Uploading of
school
profile
facility



OUTLINE



School Profile Facility



Important Guidelines



Demo



SCHOOL PROFILE FACILITY

SCHOOL PROFILE FACILITY

④ A new facility that will allow the following:

④ For Schools

④ Download the appropriate template for their COC

④ Upload the filled-up form to the school profile facility

④ For Divisions

④ Can monitor/validate uploaded school profile

④ For Regions

④ 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 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							TOTAL
	DepEd DCP	DepEd non-DCP	LGU/SEF	PTA	Private Donations	Other Government Agencies	Others	
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**

3. How fast is your internet connection when not in use? Use 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

- ❑ 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)

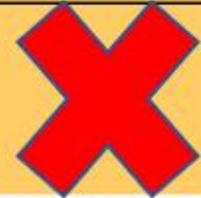
1. How often are the sanitation facilities cleaned? *(Check only one)*

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

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

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

- | | |
|--|--|
| <input checked="" type="checkbox"/> Daily | <input type="checkbox"/> Once a week |
| <input type="checkbox"/> At least twice a week | <input type="checkbox"/> 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?

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> School MOOE | <input type="checkbox"/> School Canteen Fund |
| <input type="checkbox"/> LGU | <input type="checkbox"/> Private Individual/Sector |
| <input type="checkbox"/> PTA | <input type="checkbox"/> Others, (specify) <input type="text"/> |

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

Designation of trash collection point

Poster making and/or slogan making contest

Posting of signage

Recycling Projects

School representative at the Barangay Solid Waste Management Committee

Use of paper plates/cups instead of plastic

Use of recycled materials are teaching tool

Use of reusable food containers

Waste segregation

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

Barangay

Community leaders

Local business partners

Municipal/City government

Parents

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.

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

Upload

SY 2021-2022

Integrated School School Profile Templates

#	School Profile	Download Current Version
1	Government Elementary School Profile	Download GESPV2022.01.19.xlsx
2	Government Junior High School Profile	Download GJHSPv2022.01.19.xlsx
3	Government Senior High School Profile	Download GSHSPv2022.01.19.xlsx

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

Integrated School School Profile

Upload

Choose File To Upload

School Profile

[Upload Now](#)

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

<ul style="list-style-type: none">• Number of Hours in available day	Please enter valid number between 0-24.
<ul style="list-style-type: none">• Total land area	Please enter valid number between 0-200,000.
<ul style="list-style-type: none">• Clinic supplies	Please enter valid number between 0-2,000.
<ul style="list-style-type: none">• Days	Please enter valid number between 0-31.
<ul style="list-style-type: none">• 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.



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.



Steps:

3. Click the Upload tab.

Dashboard **Upload** Tutorial

Dashboard

SY 2021 - 2022

0

School Profiles Uploaded

Steps:

4. Download the School Profile template/s.

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

Upload

SY 2021-2022

School Profile Templates

#	School Profile	Download Current Version
1	Government Elementary School Profile	Download GESPV2022.01.19.xlsx
2	Government Junior High School Profile	Download GJHSPV2022.01.19.xlsx
3	Government Senior High School Profile	Download GSHSPV2022.01.19.xlsx

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

SY SY 2021-2022

School Profile Upload

Choose File To Upload

[School Profile](#)[Upload Now](#)

DEMO

Steps:

5. Accomplished the downloaded template/s.

CSMSP - 2011-2012

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).

Important: 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 2011-2012

<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. Substantial Pw. Barangay</i></p> <p><input type="text"/> <input type="text"/> <input type="text"/> <i>Municipality/City Province Zip Code</i></p> <p>Check () if the school is:</p> <p><input type="checkbox"/> an Annex/Extension School (Indicate Mother S. <input type="text"/>)</p> <p><input type="checkbox"/> an Implementing Unit (with any of the following: finance positions, bank of accounts or financial statements 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 () : <input type="text"/></p>
--	--

Credited Year and Current by:

<p>School No. : <input type="text"/> <i>[Signature Over Printed Name]</i></p> <p>Position : <input type="text"/></p>	<p>Validated by Planning Officer III (PRS-SGAB): <input type="text"/> <i>[Signature Over Printed Name]</i></p>	<p>Noted by the Schools Division Office: <input type="text"/> <i>[Signature Over Printed Name]</i></p>
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DEMO

- Note that some questions have drop down options.

SCHOOL INFORMATION
SY 2020-2021

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

Steps:

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

Dashboard Upload Tutorial

Home / Upload / New Upload

Upload

SY 2021-2022	School Profile Templates	
#	School Profile	Download Current Version
1	Government Elementary School Profile	Download GESPV2022.01.19.xlsx
2	Government Junior High School Profile	Download GJHSPV2022.01.19.xlsx
3	Government Senior High School Profile	Download GSHSPV2022.01.19.xlsx

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

SY SY 2021-2022 School Profile Upload

Choose File To Upload

School Profile

Upload Now

Steps:

7. Click the Upload Now button.

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 titled 'Upload' and is divided into two panels. The left panel, titled 'SY 2021-2022 School Profile Templates', contains a table with three rows of school profile templates and their download links. The right panel, titled 'SY SY 2021-2022 School Profile Upload', contains a 'Choose File To Upload' section with a green 'School Profile' button and a blue 'Upload Now' button highlighted with a red box.

Dashboard Upload Tutorial

Home / Upload / New Upload

Upload

SY 2021-2022	School Profile Templates	Download Current Version
1	Government Elementary School Profile	Download GESPV2022.01.19.xlsx
2	Government Junior High School Profile	Download GJHSPV2022.01.19.xlsx
3	Government Senior High School Profile	Download GSHSPV2022.01.19.xlsx

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

SY SY 2021-2022 School Profile Upload

Choose File To Upload

School Profile

Upload Now

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

The screenshot displays a web application interface for uploading school profile templates. At the top right, there are navigation tabs for 'Dashboard', 'Upload', and 'Tutorial'. Below this, a breadcrumb trail shows 'Home / Upload / New Upload'. The main content area is divided into two panels. The left panel, titled 'Upload', shows a table of 'School Profile Templates' for 'SY 2021-2022'. The table lists three templates: 'Government Elementary School Profile', 'Government Junior High School Profile', and 'Government Senior High School Profile', each with a 'Download Current Version' link. Below the table, a message states: 'Select the appropriate template and download. Please accomplish and upload to the next panel.' The right panel, titled 'Profile Upload', shows a red-bordered notification box with the message: 'Error(s) found. Please check the errors from the table below. x'. Below this, there is a 'Choose File To Upload' section with a green 'School Profile' button and a blue 'Upload Now' button at the bottom right. At the bottom of the interface, a section titled 'TEMPLATE ERRORS (Please fix these errors and reupload your excel file)' contains a table with the following data:

Incorrect Value	Sheet/Cell Address	Error Message
	INVALID SCHOOL ID	User's School ID is NOT EQUAL with the template's School ID

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.

Dashboard Upload Tutorial

Home / Upload / New Upload

Upload

SY 2021-2022 School Profile Templates

#	School Profile	Download Current Version
1	Government Elementary School Profile	Download GESPV2022.01.19.xlsx
2	Government Junior High School Profile	Download GJHSPV2022.01.19.xlsx
3	Government Senior High School Profile	Download GSHSPV2022.01.19.xlsx

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

SY SY 2021-2022 School Profile Upload

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)

#	Incorrect Value	Sheet/Cell Address	Error Message
1		INVALID SCHOOL ID	User's School ID is NOT EQUAL with the template's School ID

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

The screenshot displays a web application interface for uploading school profiles. At the top right, there are navigation tabs for 'Dashboard', 'Upload', and 'Tutorial', with 'Upload' being the active tab. Below the navigation is a breadcrumb trail: 'Home / Upload / New Upload'. The main content area is titled 'Upload' and is divided into two panels. The left panel, titled 'SY 2021-2022 School Profile Templates', contains a table with three rows of templates and a 'Download Current Version' column. The right panel, titled 'SY SY 2021-2022 School Profile Upload', shows a green notification box with a checkmark and the text 'School Profile Successfully uploaded.', which is highlighted with a red border. Below the notification is a 'Choose File To Upload' section with a green 'School Profile' button. At the bottom right of the right panel is an 'Upload Now' button.

#	School Profile	Download Current Version
1	Government Elementary School Profile	Download GESPV2022.01.19.xlsx
2	Government Junior High School Profile	Download GJHSPV2022.01.19.xlsx
3	Government Senior High School Profile	Download GSHSPV2022.01.19.xlsx

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

✓ School Profile Successfully uploaded. ×

Choose File To Upload

School Profile

Upload Now

Steps:

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

Dashboard Upload Tutorial

Dashboard

SY 2021 - 2022 School Profile Upload

1
School Profiles Uploaded

#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1		2021-2022	2022-03-31 07:24:19	567372	2022-03-31 07:24:28		REUPLOAD

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

The screenshot shows a web interface for 'School Profile Upload' for the school year 'SY 2021 - 2022'. At the top right, there are navigation tabs for 'Dashboard', 'Upload', and 'Tutorial'. The main content area displays '1 School Profiles Uploaded'. Below this is a table with columns for '#', 'School Profile', 'SY', 'Uploaded On', 'Uploaded By', 'Updated On', 'Updated By', and 'Validation'. The table contains one row with a profile that has been validated.

#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	🔗	2021-2022	2022-03-31 07:24:19	567372	2022-03-31 07:32:17		VALIDATED

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

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

Dashboard Raw Data Tutorial

All Schools ▾ SY 2021 - 2022 ▾

Dashboard

SY 2021 - 2022 Division Status of Uploading and Validation Uploaded Not Uploaded

2
Schools Uploaded
0.26%
of the total 770 schools
as of March 31, 2022 7:41 AM

#	School ID	School Name	School Profile	Date Uploaded	Validated	
					Date	All <input type="checkbox"/>
1			 Upload	2022-03-31; 7:24 AM		<input type="checkbox"/>

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

Dashboard Raw Data Tutorial

All Schools ▾ SY 2021 - 2022 ▾

SY 2021 - 2022 Division Status of Uploading and Validation Uploaded Not Uploaded

2
Schools Uploaded
0.26%
of the total 770 schools
as of March 31, 2022 7:25 AM

You have successfully validated school profile. ✕

#	School ID	School Name	School Profile	Date Uploaded	Validated	
					Date	All <input type="checkbox"/>
1			 	2022-03-31; 7:24 AM	2022-03-31 07:25 AM	<input checked="" type="checkbox"/>

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

Dashboard

SY 2021 - 2022 Division Status of Uploading and Validation

Uploaded Not Uploaded

2
Schools Uploaded
0.26%
of the total 770 schools
as of March 31, 2022 7:40 AM

You have successfully released : school profile.

#	School ID	School Name	School Profile	Date Uploaded	Validated	
					Date	All <input type="checkbox"/>
1			Upload	2022-03-31; 7:24 AM		<input type="checkbox"/>

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**