



DEPARTMENT OF EDUCATION

**BEIS
SCHOOL PROFILE
FACILITY
USER GUIDE
FOR SY 2025-2026**



OUTLINE



School Profile Facility



Important Guidelines



Demo



SCHOOL PROFILE FACILITY

SCHOOL PROFILE FACILITY

➤ For Schools

- Download the appropriate template
- Fill out tables, boxes and data elements based on the corresponding COC.
- Upload the filled-up form to the school profile facility

➤ For Divisions

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 You are only required to fill in white cells. Meanwhile, you can check (✓) 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

Some questions have drop down options.

SCHOOL INFORMATION
SY 2025-2026

School Name :
(Official Name)

(Previous Name, if any)

Address :
No. Street/Sitio/Purok Barangay

Municipality/City Province Zip Code

E-Mail Address :

Region :

Division :

School District :

Legislative District :

Telephone Number :

Mobile Number :

Fax Number :

Date Established (Year) :

Website (if any) :

Check all items that are applicable to the school, and provide supplementary information where necessary.

<input type="checkbox"/> Annex/Extension School (Indicate Mother School ID): <input type="text"/> <input type="checkbox"/> Home Schooling <input type="checkbox"/> SNEd (formerly SPED) Center <input type="checkbox"/> with SNEd Classes/Programs	Curricular Offering Classification (COC): <input type="checkbox"/> Kindergarten <input type="checkbox"/> Grades 1 to 6 <input type="checkbox"/> Grades 7 to 10 <input type="checkbox"/> Grades 11 to 12	Implementing Shifting (Indicate the highest number of shift) <input type="checkbox"/> Elementary <input type="text"/> <input type="checkbox"/> JHS <input type="text"/> <input type="checkbox"/> SHS <input type="text"/> Note: 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. For Kindergarten, consider ONLY those classes with more than two (2) sessions.						
Elementary	Junior and Senior HS							
<input type="checkbox"/> Central School	<input type="checkbox"/> Implementing Unit	<input type="checkbox"/> Science High School						
	<input type="checkbox"/> Farm School	<input type="checkbox"/> Open High School						
		<input type="checkbox"/> Offering night classes						
Medium of Instruction in School (See attachment for list of languages) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Language 1</td><td><input type="text"/></td></tr> <tr><td>Language 2</td><td><input type="text"/></td></tr> <tr><td>Language 3</td><td><input type="text"/></td></tr> </table>	Language 1	<input type="text"/>	Language 2	<input type="text"/>	Language 3	<input type="text"/>	Special Program Offerings <input type="checkbox"/> Science and Technology, Engineering, and Mathematics <input type="checkbox"/> Foreign Language <input type="checkbox"/> Journalism <input type="checkbox"/> Technical Vocational Education <input type="checkbox"/> Arts <input type="checkbox"/> Sports	
Language 1	<input type="text"/>							
Language 2	<input type="text"/>							
Language 3	<input type="text"/>							

IMPORTANT GUIDELINES

- ⦿ For data cells requiring numeric values:
 - Input whole number for data cells requiring whole numbers.

Table 1. NUMBER OF FUNCTIONAL COMPUTERS IN THE SCHOOL BY FUNDING SOURCE & LEVEL SY 2025–2026, as of March 31, 2026
 Provide appropriate answers.

TYPES OF COMPUTER	FUNDING SOURCE						TOTAL
	DepEd DCP	DepEd Non-DCP	LGU/SEF	PTA/Private Donations	Other Government Agencies	Others	
Number of Functional Computers Used by Learners							
<i>Elementary</i>							
Desktop/All-in-one							0
Laptop							0
Tablet							0
Tablet PC							0
TOTAL	0	0	0	0	0	0	0
<i>Junior High School</i>							
Desktop/All-in-one							0
Laptop							0
Tablet							0
Tablet PC							0
TOTAL	0	0	0	0	0	0	0
<i>Senior High School</i>							
Desktop/All-in-one							0
Laptop							0
Tablet							0
Tablet PC							0
TOTAL	0	0	0	0	0	0	0

Note: In integrated schools where a computer is shared across multiple grade levels (e.g., Elementary and Junior High School) the computer should be counted under the level that uses it for the longest duration or the highest frequency. If usage is equal, allocation may be determined based on scheduled priority or instructional significance.

IMPORTANT GUIDELINES

- ② For data cells requiring numeric values:
 - ❑ Input decimal number for data cells requiring decimal numbers.

Table 1. MOOE ALLOCATION, UTILIZATION, AND LIQUIDATION
From January 2025 to December 2025
Provide appropriate answers.

MOOE	AMOUNT IN PHP		
	Elementary	Junior High School	Senior High School
ALLOCATION	0.00	0.00	0.00
UTILIZATION	0.00	0.00	0.00
LIQUIDATION	0.00	0.00	0.00

1. **Maintenance and Other Operating Expenses (MOOE)** - It refers to the allocated funds for public elementary and secondary schools that can be spent on activities and necessities (i.e. electricity and water) that support learning programs and help maintain a safe and healthy environment in schools.
2. **MOOE Allocation** - It refers to the MOOE provided for the previous fiscal year.
3. **MOOE Utilization** - It refers to the amount of MOOE utilized from the MOOE allocation of the previous fiscal year.
4. **MOOE Liquidation** - refers to the amount of MOOE liquidated from the MOOE utilized from the MOOE allocation of the previous fiscal year.

IMPORTANT GUIDELINES

⦿ For checkboxes options:

Ticking the checkbox shall considered as 'Yes' response.

Is the water source inside the school ground being used for drinking? Yes

If the checkbox is not ticked, It shall be considered as 'No'

Did the school conduct trainings or extra-curricular activities for *teachers* related to any of the topics below? Yes

IMPORTANT GUIDELINES

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

7.a What percentage of the MOOE is allotted to SELG/SSLG?

LEARNER GOVERNMENT	MOOE PERCENTAGE			
	Less than 1%	1-2%	3-5%	More than 5%
SELG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SSLG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please select only one option for SELG.

IMPORTANT GUIDELINES

⦿ Other items can accept multiple answers.

2. School DRRM and CCAM Plans are developed together with the following: *(check all applicable)*
- School Personnel Parents LGU External Partners

IMPORTANT GUIDELINES

- ⦿ **Electrical supply used in schools shall be determined by level of education, whether grid or off-grid supply, or both. However, the school’s electrical bill shall be reported collectively as one school. As such, there is no need to determine the average cost per level of education, as in the case of integrated schools.**

Box 1. AVAILABILITY OF ELECTRICAL SUPPLY
SY 2025–2026, as of March 31, 2026

	Elementary	Junior High School	Senior High School
1. Check the box if the school has Grid Supply :			
With own electric meter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please select the electricity provider.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Connected to sub-meter or meter not owned by the school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If the school is utilizing an Off-Grid Supply , please indicate the type(s):			
Solar Power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydroelectric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Micro Hydro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind Turbine/Wind Mill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. What is/are the funding source and what is the average cost of monthly bills?			
School MOOE	<input type="text"/>		
LGU	<input type="text"/>		
School Canteen Fund	<input type="text"/>		
Private Individual/Sector or PTA	<input type="text"/>		
Others	<input type="text"/>		
4. In the past year, how frequent are the power outages in the school?	<input type="text"/>	<input type="text"/>	<input type="text"/>

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. 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
Table 10 (GSP Form)	Entries in Kindergarten, Grades 1 to 3, SNEd shall be less than or equal to the Kindergarten, Grades 1 to 3, SNEd in Table 11 A

IMPORTANT GUIDELINES

Data Elements with Validation	Validation Messages
<ul style="list-style-type: none">• Learners• Stakeholders (Parents, LGU/Barangay Officials, NGO's)• Adolescent Reproductive Health Data• Number of Cases	<p>Please enter valid number from 0 to 20,000.</p>
<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	<p>Please enter valid number from 0 to 999.</p>

IMPORTANT GUIDELINES

Data Elements with Validation	Validation Messages
<ul style="list-style-type: none">• Number of Reported Cases for YES-O• Functional ICT Equipment• Washing Facilities• Comprehensive Tobacco Control Data• Classroom	Please enter valid number from 0 to 999.
Date Established (Year)	Please enter valid year from 1600 to 2025.
Average Monthly Salary – Locally Funded Non-Teaching Personnel	Please enter amount from 0 to 100,000.00.
<ul style="list-style-type: none">• Functional Computers• Functional E-Cart Component	Please enter valid number from 0 to 15,000.

IMPORTANT GUIDELINES

Data Elements with Validation	Validation Messages
Speed Test <ul style="list-style-type: none">• Ping (ms)• Download / Upload (Mbps)	Please enter valid number from 0 to 600. Please enter valid number from 0 to 1,000; whole number only.
<ul style="list-style-type: none">• Disasters / Calamities Related Data• Classes	Please enter valid number from 0 to 99.
Number of Days	Please enter valid number from 0 to 365.
Tuition Fees/Miscellaneous Fees	Please enter valid number from 1,000.00 to 2,000,000.00.
Percentage	Please enter valid number from 0 to 100.00.

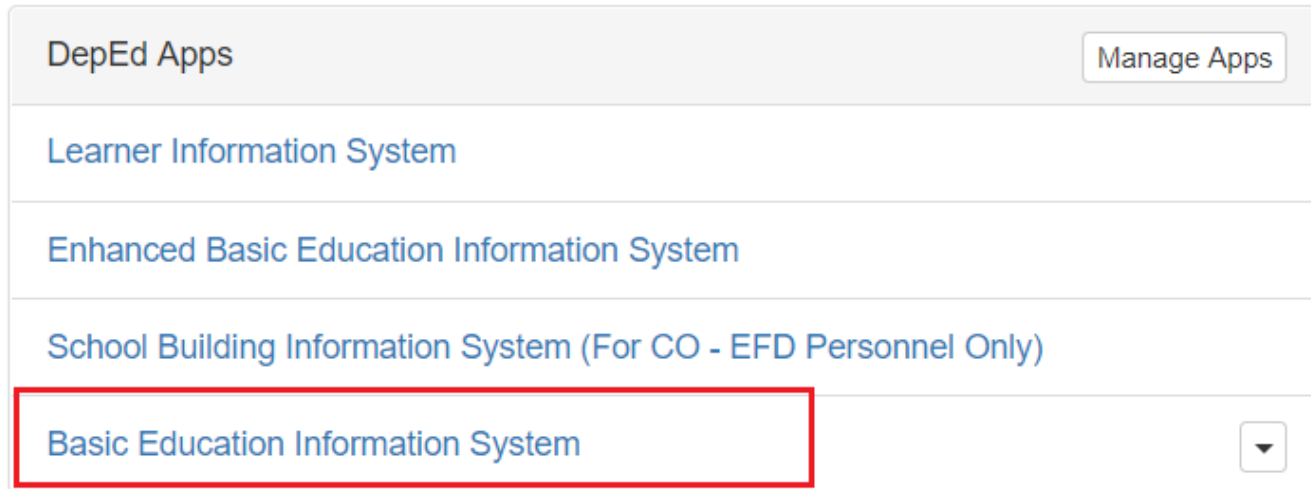


DEMO

DEMO

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

DEMO

Steps:

- ❑ 4. Download the School Profile template/s.
 - Download the blank template (Current Version)

Home / Upload / New Upload

SY 2025-2026 :		School Profile Templates
#	School Profile	Download Current Version
1	Government School Profile	Download GSPv2026.02.25.xlsx


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

SY 2025-2026	School Profile Upload
Choose File To Upload	
School Profile	
Upload Now	


Steps:

5. Accomplished the downloaded template/s.

GSPv2026.02.25 School ID:



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



GOVERNMENT SCHOOL PROFILE

INSTRUCTIONS

This form shall be accomplished by the head of all government schools. In the case of schools with annexes, extensions, etc., a separate school profile 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. For Yes/No questions and items with check boxes, check the box if the answer is Yes or if it applies. Unchecked boxes mean that the answer is No or it does not apply. Shaded boxes shall not be filled.

SCHOOL INFORMATION
SY 2025-2026

<p>School Name : <input style="width: 100%;" type="text"/> (Official Name)</p> <p><input style="width: 100%;" type="text"/> (Previous Name, if any)</p> <p>Address : <input style="width: 20px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> No. Street/Siño/Purok Barangay</p> <p><input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 50px;" type="text"/> Municipality/City Province Zip Code</p> <p>E-Mail Address : <input style="width: 100%;" type="text"/></p>	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">Region</td><td style="width: 50%;"><input style="width: 100%;" type="text"/></td></tr><tr><td>Division</td><td><input style="width: 100%;" type="text"/></td></tr><tr><td>School District</td><td><input style="width: 100%;" type="text"/></td></tr><tr><td>Legislative District</td><td><input style="width: 100%;" type="text"/></td></tr><tr><td>Telephone Number</td><td><input style="width: 100%;" type="text"/></td></tr><tr><td>Mobile Number</td><td><input style="width: 100%;" type="text"/></td></tr><tr><td>Fax Number</td><td><input style="width: 100%;" type="text"/></td></tr><tr><td>Date Established (Year)</td><td><input style="width: 100%;" type="text"/></td></tr><tr><td>Website (if any)</td><td><input style="width: 100%;" type="text"/></td></tr></table>	Region	<input style="width: 100%;" type="text"/>	Division	<input style="width: 100%;" type="text"/>	School District	<input style="width: 100%;" type="text"/>	Legislative District	<input style="width: 100%;" type="text"/>	Telephone Number	<input style="width: 100%;" type="text"/>	Mobile Number	<input style="width: 100%;" type="text"/>	Fax Number	<input style="width: 100%;" type="text"/>	Date Established (Year)	<input style="width: 100%;" type="text"/>	Website (if any)	<input style="width: 100%;" type="text"/>
Region	<input style="width: 100%;" type="text"/>																		
Division	<input style="width: 100%;" type="text"/>																		
School District	<input style="width: 100%;" type="text"/>																		
Legislative District	<input style="width: 100%;" type="text"/>																		
Telephone Number	<input style="width: 100%;" type="text"/>																		
Mobile Number	<input style="width: 100%;" type="text"/>																		
Fax Number	<input style="width: 100%;" type="text"/>																		
Date Established (Year)	<input style="width: 100%;" type="text"/>																		
Website (if any)	<input style="width: 100%;" type="text"/>																		

Steps:

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

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

SY 2025-2026 :		School Profile Templates
#	School Profile	Download Current Version
1	Government School Profile	Download GSPv2026.02.25.xlsx

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

SY 2025-2026	School Profile Upload
Choose File To Upload	
School Profile	
Upload Now	

Steps:

7. Click the Upload Now button.

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

SY 2025-2026 :		School Profile Templates
#	School Profile	Download Current Version
1	Government School Profile	Download GSPv2026.02.25.xlsx

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


SY 2025-2026	School Profile Upload
Choose File To Upload	
School Profile	
Upload Now	

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

Home / Upload / New Upload

SY 2025-2026:		School Profile Templates
#	School Profile	Download Current Version
1	Government School Profile	Download GSPv2026.02.25.xlsx

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

SY 2025-2026	School Profile Upload
<div style="border: 2px solid red; padding: 5px;"><p> Error(s) found. Please check the errors from the table below. ✕</p></div>	
Choose File To Upload	
<div style="border: 1px solid green; padding: 5px; display: inline-block;">School Profile</div>	
<div style="border: 1px solid blue; padding: 5px; display: inline-block;">Upload Now</div>	

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.

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](#)

SY 2025-2026		School Profile Templates
#	School Profile	Download Current Version
1	Government School Profile	Download GSPv2026.02.25.xlsx

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

SY 2025-2026	School Profile Upload
<div style="background-color: #f8d7da; padding: 5px;">Error(s) found. Please check the errors from the table below. ✕</div>	
Choose File To Upload	
<div style="background-color: #28a745; color: white; padding: 5px; display: inline-block;">School Profile</div>	
<div style="background-color: #17a2b8; color: white; padding: 5px; display: inline-block;">Upload Now</div>	

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

SY 2025-2026		School Profile Templates
#	School Profile	Download Current Version
1	Government School Profile	Download GSPv2026.02.25.xlsx

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

SY 2025-2026 S		School Profile Upload
✓ School Profile Successfully uploaded.		x
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 2025 - 2026		School Profile Upload					
<h1>1</h1> <p>School Profiles Uploaded</p>							
#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	2025_public_ .xlsx	2025-2026	2026-04-13 14:56:48	497848	2026-05-04 08:37:03	1159468	REUPLOAD

DEMO

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

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	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



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

**Senior High School LIS
Official Helpdesk**