User Guide on National School Building Inventory (NSBI) Encoding for SY 2023-2024 REMINDERS:

Division Planning Officer shall consolidate all the schools with NO school buildings and report it to the Planning Service – Education Management Information System Division (EMISD) thru e-mail at: ps.emisd@deped.gov.ph



Procedure:

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Go to LIS website http://lis.deped.gov.ph and log in using the LIS School Head account.

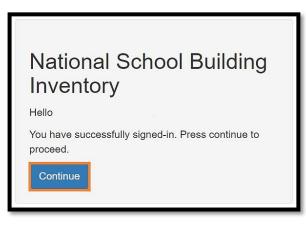
Password	
Sign in	
Forgot pass	word?
	ers, request School Head or nool system administrator to reset
decignated ech	
	school heads, request Division



Once logged in, click the National School Building Inventory link.

DepEd Apps	
Learner Information System	
Enhanced Basic Education Information System (STAGING)	
School Building Information System (For CO - EFD Personnel Only)	
Basic Education Information System	
Bayanihan 2 Basic Education System	
National School Building Inventory	

Click the Continue button.





Under the **Cut-off Date of Encoding** column, click the link to proceed.

Rationale									
esource allocation Module in the EBEIS	particularly in o S which aims t	determining the o capture speci	classroom condition	ht, the Department in s and requirements o formation. For this yes	f every school. I	in 2014, the Departm	ent of Education e	stablished the first	ever NSBI
nplementation of th Inventory School									
				Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Action

Click the **Proceed to Building Encoding** button.

Welcome to National School Building Inventory Data Facility
School Building Inventory Forms 📩 Additional and revised school building inventory forms designed for electronic process using the NSBI modules in the EBEIS will be distributed and implemented to maintain the inventory of DepEd School Buildings and Facilities.
The following are the school building inventory forms:
 Table 1 - Summary of Existing Building/Structures Table 2 - Existing Rooms per Building Table 3 - Number of Temporary Learning Space/s (TLS) & Makeshift Room/s Table 4A & 4B - Existing Number of Water and Sanitation Facilities & Stand-Alone Water and Sanitation Facilities Table 5 - Existing Number of Usable Furniture Table 6 - Other Facilities Table 6 - Other Facilities
Proceed to Building Encoding Back



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Under the **Building Structure** tab click **Add School Building** button.

ome / SY 2023 - 2024 / Building Structure										
豰 Sc	hool Buil	ding Data Fa	cility							
Buil	ding Struc	ture	Water and Sani	ation	Furniture	TLS and Ma	akeshift ,	Access to the Schoo	I Othe	Facilities
Add School Building Update School Coordinates Back										
A Please fill-up the coordinates for the school.										
				Tabl	e 1 - Summary of Ex	isting Building/Str	uctures			
Action	Bidg No.	Building Name	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details

Accomplish the **Building Structure** table.

Note: All the fields with () asterisk are required.

- A. Input the **Building Name.**
- B. In **Building Type,** select **Others** if the building type is not included in the choices. You do not need to specify the building type.
- C. In **Building Condition**, select the current condition of the building, but if you selected For Completion, no need to answer the Year Completed.
- D. In Building Classification, select it's either Permanent or Semi-Permanent
- E. In Building Materials, multiple selections are allowed.
- F. In **Fund Source/s**, you may select multiple funding sources.
- G. In Specific Fund Source/s, you may also select multiple specific fund sources.
- H. Input the Number of Storey.



- I. In Year Completed, select the year of completion.
- J. In the **Date of Acquisition**, select the year acquired.
- K. In **Acquisition Cost** and **Sound Value**, input the digits manually with separators such as comma and period. The maximum value is **999,999,999,999.99.**
- L. In **Insurance Information**, you may input in words or by description.
- M. In the lower part of the table, Radio buttons were set to **No** by default.
- N. Click Save.

School Building Data Facil	ity					
Building Structure Wa	ater and Sanitation	Furniture	TLS and Makeshift		Access to the School	Other Facilities
Save Back						
Building Name	test 1		Year Completed		2024	Ŧ
Building Type *	Industrial Arts Building	•	Date of Acquisition	×	2024	v
Building Condition *	Good Condition	•	Acquisition Cost	×	4500000	
Building Classification *	Permanent	•	Book Value	×	1234567	
Building Materials *	× Steel × Stone		Insurance Information	×	NA	
Fund Source/s *	× Private Sector Funded					
Specific Fund Source/s *	× Petron					
Number of Storey *	3					
Is PWD Accessible?	•Yes ONo					
Does the building undergone a major repair?	OYes No					
With certificate of acceptance?	•Yes ONo					
Is the school building included in the DepEd Book of Accounts?	•Yes ONo					



School building created.

Build	ling Structure	Water and S	anitation	Furniture	TLS and Makes	shift Rooms A	Access to the Scho	ol Othe	er Facilities
Add S	chool Building	Update School Co	oordinates Back						
Action	Building Name	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details
Edit Delete	JOSE RIZAL	Army Type School Building	DepEd National Funded	DepEd Budget	Good Condition	5	2000	Concrete Wood	View 0

Click the Update School Coordinates tab and click Add button.

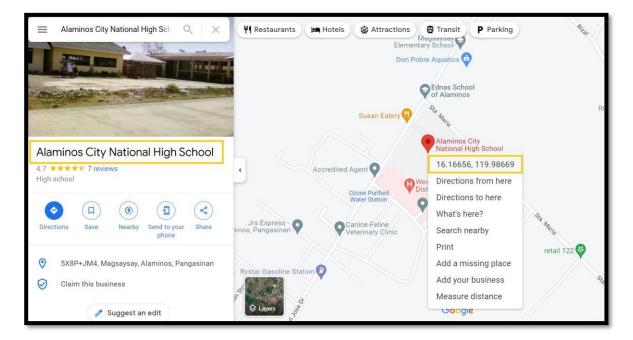
Building Structure Wa		Water and S	anitation	Furniture	TLS and Makes	shift Rooms	Access to the Scho	ol Othe	er Facilities
Add S	chool Building	Update School Co	oordinates Back						
Action	Building Name	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details
			DepEd National	DepEd Budget	Good Condition	5	2000	Concrete	View 0

Input the Longitude and Latitude and click the Save button.

Building Strue	cture Water and Sanitation	Furniture	TLS and Makeshift Rooms	Access to the School	Other Facilities
Longitude	120.94164133071901		+		
Latitude	14.817889222447747		-		
			Mil	- Andrew	
			201101	S Parts	
			A State of	and a	



- How to locate your School Coordinates.
- Open your browser and type **Google Maps**.
- Type your school name or school address.
- Look at the **Location Logo** on the Map.
- Right click the logo.
- The upper part shows your **Longitude and Latitude**.
- Longitude : 119.98669
 - Latitude : 16.16656





Under the Action Column, you may **Edit** or **Delete** the saved information in all fields.

Build	ing Structure	Water an	d Sanitation	Furniture	TLS and Mak	eshift Rooms	Access to the Sch	ool Oth	er Facilities
Add S	chool Building	Update Schoo	I Coordinates Ba	ck					
Action	Building Number	Building Type	Fund Source/s	Specific Fund Source/s	Building Condition	Number of Storey	Year Completed	Building Materials	Room Details
Edit Delete	10	Others	DepEd National Funded	DepEd Budget	For Completion	10	2022	Concrete Steel	View 💿

Under the Room Details column, click **View** to **Add room/s for the building**.

Accomplish the Room Details.

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Select **Room Condition**, select Good Condition, Needs Minor Repair, Needs Major Repair, Condemned, and For Condemnation/ For Demolition.

	Building Data Facility				
Save Ba	ck				
Room	Room Condition *	Room Usage *	Actual Usage/s *	Room Dim	ension (in Meters)
Number				Width *	Length *
1	Select a room condit A	Select a room actual 🔻	Select a room usage first.	Enter width	Enter length
	Good Condition				
DEFINITION:	Needs Minor Repair				
Room Width an Refers to the size	Needs Major Repair	length (WxL). Width refers to the s	ide of the chalkboard while length refers to the sid	e of the window. Accepted value is	s between 0.1 to 99.9
Room Number	Condemned				
Refers to the nu	For Condemnation / For				
Room Condition Refers to the cur					



- 1. In Actual Usage, select Instructional, Non Instructional, and Combination in the Room Usage. You may select Multiple Actual Usage.
- 2. Click Save.

School B	uilding Data Facility					
Save	Back					
Room	Room Condition *	Room Usage *	Actual Usage/s *	Room Dimension	(in Meters)	
Number				Width *	Length *	
1	Good Condition *	Combination *	Grade 1 Classroom Grade 2 Classroom	45	50	
Room Cone Refers to the Goo Refe • Nee Refe of a • Nee Refe	ber number assigned to a room. Littlon current physical state of a room. d condition: ns to a room which does not need repair to a room which does not need repair so to the repair or replacement of room standard room whit such as repair of win ts Major Repair.	components which are not subjecte dows, doors, partitions and the like	d to critical structural loads and stresses an			



Under the Water and Sanitation tab click the

Add Water and Sanitation or

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Add Standalone Water and Sanitation buttons.

Building	Structure	Ð	Water a	and Sanitat	ion Fu	rniture T	LS and Makesh	ift Rooms	Access to the	ne School	Other F	acilities
Add Water	and Sa	nitation	Add Sta	andalone V	Vater and Sanitation	Back						
Existing	Numbe	r of Water	and Sa	anitation I	Facilities							
Building Number Name Bowls	er of Functional Toilet		Number of Non- Functional Toilet	Number of Sink/Washbasin	Number of Urinals	Number of Urinal	With Septic	Number of Faucets Action		Actions		
	Male	Female	PWD	Shared	Bowls	Sink/Washbasin		Trough	Tank?	With Water Supply	Without Water Supply	

• Under Add Water and Sanitation tab, Input the correct details and click the Save button.

A. Accepted values are **0 – 999 only**.

B. Once done, Click Save.

~	anitation									
Save Bac	ck									
	Select a	a building *	JOSE RIZAL	L						٣
Number of Fu	unctional Toi	let Bowls		Number of	Number of	Number of	Number of	With Septic	Number of Faucets	
Male	Female	PWD	Shared	Non- Functional Toilet Bowls	Sink/Washbasin	Urinals	Urinal Trough	Tank?	With Water Supply	Without Water Supply
20	15	2	10	5	10	11	5	OYes©No	7	1



Under Add Standalone Water and Sanitation tab, Input the correct details.

A. Accepted values are **0 – 999 only**.

B. Once done, click **Save**.

Save	Back											
Number o	of Functional Toi	ilet Bowls		Number of						Number of Faucets		
Male	Female	PWD	Shared	Non- Functional Toilet Bowls	unctional		Urinal Trough	Tank?	With Water Supply	Without Water Supply		
7	5	1	10	1	5	3	1	OYes®No	5	1		

- Under the **Furniture** tab, input the details of the Existing Number of Usable tables.
 - A. Accepted values are **0-19,999** only.
 - B. Click the **Save** button.

hool Building Data	Facility						
Building Structure	Water and S	Sanitation Furnitu	TLS and Makeshif	t Rooms Access to	the School Other Facilities		
Save Back	of Usable Furniture	3					
Arm Chair	School Desk			ir DepEd New Design 2-Seater Table and Chair			
				JHS	SHS		
400	375	120	70	350	425		
400	375	120	70	350	425		



- Under the TLS and Makeshift Rooms tab, click Add TLS and Makeshift Room.
 - A. Accepted values are **0 999** only.
 - B. Click the **Save** button.

Building Structure Back	Water and Sanitation	Furniture	TLS and M	lakeshift Rooms	Access to the School	Other Facilities
	arning Space/s (TLS) and M Temporary Learning Space/s				Makeshift Room/s	
lo. of Temporary Learning space/s	No. of Classes/Sections Space/s	s using Temporary Learn		o. of Makeshift oom/s	No. of Classes/Section Room/s	on using Makeshift
60	50			25	20	

• Under the Access to the School tab, click the Add button and tick the boxes according to school details and click Save.

Building Structure VVate	ir and Sanitation	Furniture	TLS and Makeshift Rooms	Access to the School	Other Facilities
Dack					
ccess going to the School					
Type of Access Road (Check	all applicable)		Accessible by type of trans	sportation (Check all applicable	a
Paved		-	Private 4 Wheel Vehicle		
Unpaved		CT0	Private Motorcycle		
Levelled		2	Boat		a
Unlevelled/ Rough road		CD	Pedicab		
On-going construction		CC3.	Tricycle		
			Jeepney		
			Bus	65	á
			Habal-habal		
			Train		2
			UV Express		
			Walking/Hiking		

*Note: Radio buttons were set to No by default.



• Under the **Other Facilities** tab, click the **Add** button and tick the buttons according to school details and click **Save**.

Note*Tick box were set to **No by default.

Building Structure Water and Sanitation Furniture TLS and Makes Back Elect Elect Back Elect Back Elect Back Elect Back Elect Back Elect Back Elect Other Facilities/Amenities Present in the campus? Covered Court ©Yes Covered Court @Yes Gymnasium @Yes Entrance Gate @Yes Permanent Perimeter Fence @Yes Flood Marker @Yes Playground	
elect "Yes" or "No" if facilities/amenities are existing in school or not then click Save button. Other Facilities/Amenities Type of Facilities/Amenities Present in the campus? Covered Court Image: Signal Stress of	(Yes/No)
Type of Facilities/Amenities Present in the campus? Covered Court Yes No Gymnasium Yes No Gymnasium Yes No Gymnasium Yes No Entrance Gate Yes No Exit Gate Yes No Permanent Perimeter Fence Yes No Flood Marker Yes No Present in the campus? 	(Yes/No)
Covered Court •Yes Gymnasium •Yes Entrance Gate •Yes Exit Gate •Yes Permanent Perimeter Fence •Yes Temporary Perimeter Fence •Yes Flood Marker •Yes Disconnent •Yes	(Yes/No)
Gymnasium •Yes No Entrance Gate •Yes No Exit Gate •Yes No Permanent Perimeter Fence •Yes No Temporary Perimeter Fence •Yes No Flood Marker •Yes No	()
Entrance Gate	
Exit Gate Image: CNO Permanent Perimeter Fence OYes Temporary Perimeter Fence Image: CNO Flood Marker OYes Diagrammed	
Permanent Perimeter Fence OYes Image: No Temporary Perimeter Fence Image: Yes ONo Flood Marker OYes Image: No	
Temporary Perimeter Fence	
Flood Marker OYes ©No	
Playground	
Utes Ino	
School Garden	
Solar Panel OYes No	



- After accomplishing all the tables, go back to the School Building Inventory link in the left side panel of the page. Under the Actions, column click Submit.
 - School can no longer **Update** or **Edit** the tables once it has been submitted.
 - Request for "Reversion" to Division Office if necessary.

and a second sec	ut-off Date of	School		School Profile	Start	Date	Deadline of	Date	Deadline of	
Encoding Year Status Validated Date Submitted Submission Validated Validated	ncoding	Year	Status	Validated	Encoding Date	Submitted	Submission	Validated	Validation	Action

• Status was changed to Submitted.

Cut-off Date of Encoding	School Year	Status	School Profile Validated	Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Actions
2022, Jun 15	2021 -	Submitted	No	2022, Jan 26	2022, Mar	2022, Jun 20		2022, Jun 30	



VALIDATION and REVERSION



Division Dashboard View

BEIS Repo	rt				
Seconda	ry School				~
School Ye	ır				
2021 - 2	022				~
List					
Total no. of	chools with "Figure status : 1 chools with "Buomthed" status : 1				
Total no. of s Total no. of s					
Total no. of Total no. of Total no. of	schools with " <u>automatina</u> " status : 1 schools with " <u>Valideled</u> "status : 0	Date Submitted	Date Validated	Status	Action
Total no. of s Total no. of s Total no. of s	schools with " <u>Buowdrod</u> " status : 1 chools with " <u>Windod</u> " status : 0 schools with " <u>Not Prepared</u> status : 8	Date Submitted	Date Validated	Status Not Prepared	Action
Total no. of 9 Total no. of 9 Total no. of 9 Chool ID	schools with " <u>Buowdrod</u> " status : 1 chools with " <u>Windod</u> " status : 0 schools with " <u>Not Prepared</u> status : 8	Date Submitted	Date Validated		Action
Total no. of Total no. of s	schools with " <u>Buowdrod</u> " status : 1 chools with " <u>Windod</u> " status : 0 schools with " <u>Not Prepared</u> status : 8			Not Prepared	Action



School Requesting for Reversion

Procedure on How to request reversion from School to Division Office.

- Go to LIS website http://lis.deped.gov.ph and log in using the LIS School Head account. Once logged in,
- Click the **EBEIS link** and click **Sign in** once again.
- Look for the link **Status of Request to revert BEIS Report Status** located at the lower left side then click the link.

BEIS Basic Education Information Syste	m	NOTIFICATION:	
Home			
 Home Edit School Profile 	۵ / Central Office / Central Office / Region IV-A (CA	LABARZON) / Sta. Rosa City /	
Edit School Profile BEIS Data Entry			≪ SY 2021 - 2022 >
 School Building Inventory 	Address		
Status of Request to revert BEIS Report status	Contact not applicable Info		
 Download School Forms 	Head of Office		
 + Instructional Video for the Revised School Forms 	Secondary, Regular School, Monograde, School with no Annexes		
 For school heads (SF 4, 6, & 7) 	● School Report Card -		
▶ For teachers (SF 1, 2, 3, & 5)			



• Click Create Request button.

BEIS Basic Education Information Syst	em	NOTIFICATION: DePED
Home		
► Home	△ / Reversion / List	
Edit School Profile BEIS Data Entry	Requests to Revert BEIS Report Status	
 School Building Inventory 	My Requests	
 Status of Request to revert BEIS Report status 	No requests found.	
 Download School Forms 	Create Request	
 + Instructional Video for the Revised School Forms 		
 For school heads (SF 4, 6, & 7) 		
For teachers (SF 1, 2, 3, & 5)		

- Choose the **Reason** from the drop-down list and input the **Explanation**.
- Click the **Request reversion** button.

BEIS Basic Education Information Syst	em NOTIFICATION:	Dep <u>ED</u>
Home Edit School Profile BEIS Data Entry	۵ / Reversion / Create R Request to Revert B	
 School Building Inventory 	Requested by	
 Status of Request to revert BEIS Report status 	Date requested	2022, Mar 2 6:34 am
 Download School Forms 	Requesting school	
 + Instructional Video for the Revised School Forms 	Reason	Erroneously Submitted/For C V
 For school heads (SF 4, 6, & 7) 	Explanation	Erroneously Submitted/For Correction For updating purposes.
For teachers (SF 1, 2, 3, & 5)		6
		Cancel Request reversion



• Shows Approval Status is Pending.

BEIS Basic Education Information Syst	1 fem				NOTIFI	CATION	DepED
Home							
Home Edit School Profile BEIS Data Entry School Building Inventory	۵ / Reversion / View Req Request to Revert Bl	EIS Report Status					
 Status of Request to revert BEIS Report status Download School 	Report Type	Inventory School Building for Secondary School	ID	School	District	Report status	Status date
Forms + Instructional Video for the Revised School Forms	Status Change	Submitted - Preparing		Sto. Domingo Integrated School ports with status date la	City of Sta. Rosa District I ater than reversion r	Submitted	2022-03-02 04:26:12 vill have status
 For school heads (SF 4, 6, & 7) For teachers (SF 1, 2, 3, & 5) 	Requested by Requested Date	2022, Mar 2 6:35 am					
5,005	Requesting School						
	Reason	Erroneously Submitted/For Correction					
	Explanation						
	Approval Status	Pending					



Division Office for Reversion of request by the school

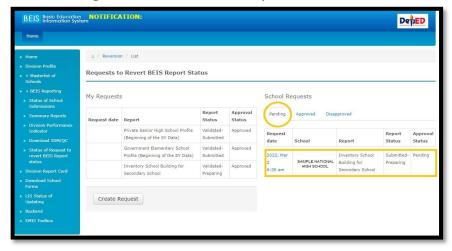
Procedure on how to approve the request for reversion.

- Go to LIS website http://lis.deped.gov.ph and log in using the LIS Division Planning Officer account. Once logged in, Click the EBEIS link and click Sign in once again.
- Look for the link **Status of Request to revert BEIS Report Status** located at the lower left side then click the link.

BEIS Basic Education Information Syste	əm			NOTIFICATION	V: DepED
Home					
Home Division Profile + Masterlist of Schools	 / Central Office / Central Office / Region IV-A Sta. Rosa City SY 2021 - 2022 	(CALABARZON) / Sta. Rosa City	Profile Public and Private	Public Private «	SY 2021 - 2022 »
 + BEIS Reporting Status of School Submissions 	Address	Districts (3) City of Sta. Rosa Distri City of Sta. Rosa Distri			
 Summary Reports Division Performance Indicator 	Contact Info Head of	City of Sta. Rosa Distri			
Download SSM/QC Status of Request to revert BEIS Report status Division Report Card	Office Schools Enrollment Performance Indicator				
 Download School Forms 	Tip Charts are interactive. Try to hover or click on da	atapoints.			×
 LLS Status of Updating Backend EMIS Toolbox 					



• Under the Pending column, click the Request date link.



• Input the Comment and click Approve/Disapprove button.

► Home	a / Reversion / View Reg	uest					
 + Masterlist of Schools 	Request to Revert B	EIS Report Status					
+ BEIS Reporting	Report Type	Inventory School Building for Secondary				Report	
 Status of School Submissions 		School	ID 301272	School SAMPLE NATIONAL	District City of Sta.	status	Status date
	Status Change	Submitted - Preparing		HIGH SCHOOL	Rosa District I		04:26:12
 Division Performance Indicator 	Requested by		Note: Re unchange	ports with status date lat ed.	ter than reversion	request date	vill have status
 Status of Request to revert BEIS Report status 	Requested Date	2022, Mar 2 6:35 am					
Division Report Card	Requesting School						
 Download School Forms 	Reason	Erroneously Submitted/For Correction					
 LIS Status of Updating 	Explanation						
 Backend 	Explanation						
	Approval Status	Pending					
	Comment	Approved.					
		Back Approve Disapprove					



• Shows Request approved Successfully.

	Home	a / Reversion / View Res	quest					
			222.1					
 stand stored solubility: busined y formands induction for formands induction formation fo		Request to Revert B	EIS Report Status					
Subsession Report Type Inventory School Building for Secondary School Inventory School Building for Secondary School Building for		Request approved.						
		Report Type	Inventory School Building for Secondary				Report	Status
Indexity Status Change Submitted - Preparing 201272 MARKE WTOWL Chy of Status Submitted - Preparing • Deveload SUNCE Status Change Submitted - Preparing 201272 MARKE WTOWL Chy of Status Submitted - Preparing • Deveload SUNCE Requested Dy • Division Ruport Code Requested Date 2022, Mar 2 6:35 am • Domended Status Requesting School Requesting School • Existed Reason Erroneously Submitted/For Correction • Existed Explanation		Report type		ID	School	District		date
		Status Change	Submitted - Preparing	301272			Preparing	
revel d25 Report statu 0. Owniew R2507 Cod Forme 0. Downiew R2500 Forme 1. US Statu of tytedation 6. Backwoll 6. Backwoll 7.		a de la constante de la Francia.	and a second					
Downlad Statud Veramo Veramo Status Requesting School Reason Erroneously Submitted/For Correction Explanation Approval Status Approved Comment Approved		Requested by						
Forma Requesting School Updatos Reason Extend Reason Explanation Approval Status Approved Comment Approved		Requested Date	2022, Mar 2 6:35 am					
topdarion 6 Read-ond • EHIS Toolkox Explanation Approval Status Approved Comment Approved		Requesting School						
Explanation Approval Status Approved Camment Approved		Peacon	Francously Submitted/For Correction					
Explanation Approval Status Approved Comment Approved		Kedbull	Enoneously Submitted For Correction					
Comment Approved	 EMIS Toolbox 	Explanation						
		Approval Status	Approved					
Approved starosaadm 2022, Mar 2 7:23 am		Comment	Approved					
		Approved	starosaadm 2022, Mar 2 7:21 am					
Back			Back					

• The status of encoding of School was already **Reverted** to **Preparing Status** and ready for **re-submission**.

Welcome to Nation	nal School I	Building Inver	ntory Data Facility						
Rationale									
based on data collect resource allocation p Module in the EBEIS	ted and stand articularly in which aims	dards set by po determining the to capture spec	licymakers. In this lig classroom condition ific school building in	ht, the Department s and requirements formation. For this	intend to have an s of every school.	ng. Part of this effort is n accurate and update In 2014, the Departm is to enhance and prov	ed inventory which nent of Education	is crucial in planning established the first e	g and ever NSBI
Inventory School E		5	ol	- 2022.					
		5		Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Actions



Division Office requesting for reversion to Regional Office

Procedure on How to request reversion from **Division Office** to **Regional Office** with **"Validated Status"**.

- Go to LIS website http://lis.deped.gov.ph and log in using the LIS Division Planning Officer account. Once logged in, Click the EBEIS link and click Sign in once again.
- Look for the link **Status of Request to revert BEIS Report Status** located at the lower left side then click the link.

BEIS Basic Education Information Syste	m			NOTIFICATION:	DepED
Home					
Home Division Profile	\circ_{-} / Central Office / Central Office / Region IV-A	(CALABARZON) / Sta. Rosa City	Profile		
 + Masterlist of Schools 	Sta. Rosa City SY 2021 - 2022		Public and Private	Public Private « SY 2	1021 - 2022 »
► + BEIS Reporting	Address	Districts (3)			
 Status of School Submissions 		City of Sta. Rosa Distri City of Sta. Rosa Distri			
Summary Reports	Contact Info	City of Sta. Rosa Distri			
 Division Performance Indicator 	Head of				
Download SSM/QC	Office				
 Status of Request to revert BEIS Report status Division Report Card 	Schools Enrollment Performance Indicator				
Download School Forms	Tip Charts are interactive. Try to hover or click on da	atapoints.			×
 LIS Status of Updating 					
▶ Backend					
EMIS Toolbox					



• Click Create Request tab.

sion Profile				
lasterlist of Requests to ools	o Revert BEIS Report Sta	tus		
EIS Reporting				
atus of School Jbmissions	5			
Jomissions Jimmary Reports Request date	Report	Report Status	Approval Status	
vision Performance idicator ownload SSM/QC	Private Senior High School Profile (Beginning of the SY Data)	Validated- Submitted	Approved	
atus of Request to wert BEIS Report atus	Government Elementary School Profile (Beginning of the SY Data)	Validated- Submitted	Approved	
sion Report Card mload School ns Status of ading kend S Toolbox	equest			

- Choose the **Reason** from the drop-down list and input **Explanation**.
- To status is set to be "Prepared" and from status must be "Validated".

Request to Revert BI	IS Report Status
Requested by	
Date requested	2022, Mar 1 9:19 am
Requesting office	Sta. Rosa City
Reason	Mistakenly Submitted/Validate 🗸
Explanation	Mistakenly Validated.
	1
To status	Prepared ~



• Click the Filter tab to proceed.

Sear	ch school for batc	h reversion		
	Report type	Inventory S	chool Building for t 🗸	
	From status	Validated	~)
Filte	er			
ID	School	District	Report status	Status date
	а! 		16	

• Click the link under the **ID** column.

Search	n school for batch i	reversion		
	Report type	nventory School Buildi	ing for t 🗸	
Filter	From status	Validated	~	
ID	School	District	Report status	Status date





• Click for **Request Batch revision** tab.

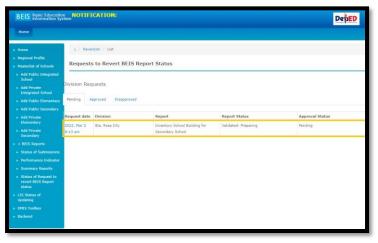
ID School District Report status Status da	te
* 342597 Sinalhan Integrated City of Sta. Rosa District I Validated 2022-02-2 High School Katalan Katalan Katalan Katalan	8 21:15:57

• Request for **Reversion** submitted to **Regional Office** Successfully.

► Home	o / Reversion / View Rec	uest					
Division Profile							
 + Masterlist of Schools 	Request to Revert B	EIS Report Status					
+ BEIS Reporting	reversion request submitted						
 Status of School Submissions 	Report Type	Inventory School Building for Secondary			1	Report	-
Summary Reports	Report Type	School	ID	School	District	status	Status date
 Division Performance Indicator 	Status Change	Validated - Preparing	342597	SAMPLE NHS	City of Sta. Rosa District I	Validated	2022-02-28
Download SSM/QC			Note: Rep	oorts with status date lat	er than reversion r	equest date	will have status
 Status of Request to revert BEIS Report status 	Requested by		unchange	d.			
Division Report Card	Requested Date	2022, Mar 1 9:24 am					
 Download School Forms 	Requesting Division	Sta. Rosa City					
 LIS Status of Updating 							
Backend	Reason	Mistakenly Submitted/Validated					
EMIS Toolbox	Explanation						
	Approval Status	Pending					
		Back					



Regional Office View



Regional Office may Approve/Disapprove the request.

+ Home	a / Reversion / View Req	uest					
 Regional Profile 							
 Masterlist of Schools 	Request to Revert Bl	EIS Report Status					
 Add Public Integrated School 	Report Type	Inventory School Building for Secondary	ingen -	10072120		Report	
 Add Private Integrated School 		School	10 301272	School SAMPLE NATIONAL	District City of Sta.	status Validated	Status date 2022-03-02
Add Public Elementary	Status Change	Validated - Preparing		HIGH SCHOOL	Rosa District I		08:10:39
Add Public Secondary				ports with status date late	er than reversion a	equest date	will have status
 Add Private Elementary 	Requested by		unchange	ed,			
Add Private Secondary	Requested Date	2022, Mar 2 8:13 am					
+ BEIS Reports	Requesting Division	Sta Rosa City					
 Status of Submissions 	Requesting Division	ata, rosa city					
Performance Indicator	Reason	Mistakenly Submitted/Validated					
 Summary Reports 		Contracted and an an and an an and an					
 Status of Request to revert BEIS Report status 	Explanation						
 LIS Status of Updating 							
EMIS Toolbox	Approval Status	Pending					
 Backend 	Comment	APPROVED.					
		1					
		5317					
		Back Approve Disapprove					
i and a second se							



Regional Office Approved the request of the Division Office.

Home S / Reversion Regional Profile	n / View Rec	uest					
	Revert B	EIS Report Status					
Add Public Integrated Schoel Request appro	wed.						
Add Private Integrated School Re	port Type	Inventory School Building for Secondary	(******			Report	Status
 Add Public Elementary 	bure tippe.	School	ID	School	District	state	date
Add Public Secondary Add Private Elementary	is Change	Validated - Preparing	301272	SAMPLE NHS	City of Sta. Rosa District I	Preparing	
and the second	uested by						
+ BEIS Reports Status of Submissions Reque	sted Date	2022, Mar 2 8:13 am					
Performance Indicator Summary Reports Requesting	g Division	Sta. Rosa City					
 Status of Request to revert 8E15 Report status 	Reason	Mistakenly Submitted/Validated					
LIS Status of Ex Updating	planation						
 EMIS Teolbox 							
Beckend Approv	val Status	Approved					
	Comment	Approved					
	Approved	melna.albano@deped.gov.ph 2022, Mar 2 8:20 am					
		Back					

The School Account displays that the status of encoding of School was already **Reverted** to **Preparing Status** and ready for **re-submission**.

Rationale									
esource allocation p Module in the EBEIS	articularly in which aims	determining the to capture spec	classroom condition	s and requirements formation. For this	s of every school.	a accurate and update In 2014, the Departm to enhance and prov	nent of Education	established the first e	ver NSBI
Inventory School	Building for S	econdary Scho	ol						
Inventory School Cut-off Date of Encoding	Building for S School Year	econdary Scho Status	ol School Profile Validated	Start Encoding Date	Date Submitted	Deadline of Submission	Date Validated	Deadline of Validation	Action



THANK YOU!

