



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

To : Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
Principal, Laboratory School of Marinduque State College
All Others Concerned

From : 
LYNN G. MENDOZA, EdD
OIC – Schools Division Superintendent 

Subject: **DATA COLLECTION FOR BASIC EDUCATION INFORMATION SYSTEM (BEIS) AND NATIONAL SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2023-2024**

Date : April 30, 2024

1. The Department of Education (DepEd) Schools Division of Marinduque recognizes the importance of maintaining accurate and comprehensive school data. These data are crucial to the Division as well as to the Department's operation in ensuring the availability of accurate and quality data to utilize in planning, budgeting, resource allocation, and decision making. Relative to this and in reference to DepEd Order No. 27, s. 2019 "Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes", all schools are instructed to accomplish the data gathering forms for BEIS and School Building Inventory.
2. Official template for the BEIS and NSBI can be downloaded in the system using the school head account.
3. The Division Planning Officer, together with the identified focal persons, shall jointly validate the data reported by the schools to ensure accurate and quality data. A meeting will be held on May 6, 2024, 1:00pm at SDO Marinduque Conference Hall for the orientation of the Division Validation Team.

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Malusak, Boac, Marinduque

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4. At the division level, the SGOD-PRS shall be in-charge of the online validation while the Division Focal Persons shall be responsible for paper or table validation of forms. Further, School Heads are responsible for validating the accuracy and correctness of the data reported by the school.

a. Basic Education Information System

Data Elements	Validators
Curriculum-related data on learners	EPS-In-Charge of Special Programs a. Special Curriculum Program (b. TLE/SPTVE c. Alternative Learning System d. SNED e. Multi-Grade f. Sports.
Teaching and Non-Teaching Personnel Data Table 7	Maridel F. Hermosa AO IV-Personnel Kyle David V. Atienza SEPS - HRDS
Box 1. Learning Action Cell (LAC) Sessions Box 2. Action Research	Public Schools District Supervisors Bernadith R. Lacerna SEPS – Planning and Research
School Government Program (Youth Formation, SPG, SSG)	Glaiza T. Palatino Program Development Officer I
Computer, Internet, and other ICT Equipment	David M. Zoleta Jr. Information Technology Officer I
Educational Resources-related data	Mariam B. Rivamonte, EdD Education Program Supervisor
MOOE Allocation, Utilization and Liquidation	John Dhelter P. Pastrana Accountant III
Electricity, School Location, and School Site	Engr. Arnold Moreno Atty. Aizel Lea R. Palermo
School Health and Nutrition-related Data including waste management and tobacco control	Dr. Rica Mai O. Larga Medical Officer III
Child Protection-related Data	Josefina P. Brual Program Development Officer I Child Protection Focal Person
Sports-related Data	Maita M. Lazares Education Program Supervisor, SGOD Division Sports Coordinator

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Data Elements	Validators
DRRM and other related activities	Edgar H. Loto Program Development Officer II Division DRRM Coordinator
Private Schools Profile	Fretzie P. Alcantara SEPS-SMM&E (In-charge of Private School-Operations)

b. School Building Inventory

Data Elements	Co-Validators
School Building Data, Instructional and Non-Instructional Rooms including Water Sanitation, TLS and Makeshift Rooms, Access to School and other Facilities	Physical Facilities Personnel DRRM Coordinator Planning and Research Section
Furniture	Supply Office Personnel

c. Timelines

Activities	Schedule	In-Charge
Encoding of NSBI and BEIS	May 1-10, 2024	School Head
Submission of hard copy for validation per area	May 13-17, 2024	School Head
Onsite Validation of NSBI	May 1-31, 2024	Validation Team SGOD-PRS
Online Validation of BEIS and NSBI	May 20-June 1, 2024	SGOD-EFS SGOD-PRS

6. Attached are the following for your references:

- a. Unnumbered Memorandum: Guidelines in the Conduct of the National School Building Inventory (NSBI) for SY 2023-2024
- b. Unnumbered Memorandum: Basic Education Information System (BEIS) School Year 2023-2024 Data Collection

7. Immediate dissemination of the contents of this Memorandum is desired.

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OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

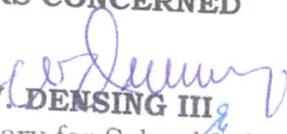
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MEMORANDUM

TO:

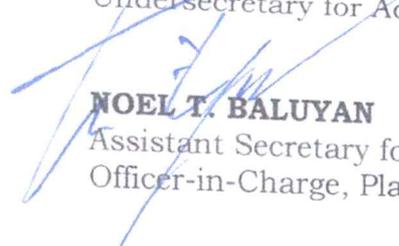
**MINISTER, BASIC, HIGHER AND TECHNICAL
EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
ALL OTHERS CONCERNED**

THRU:


EPIMACO V. DENISING III
Undersecretary for School Infrastructure & Facilities


NOLASCO A. MEMPIN
Undersecretary for Administration

FROM:


NOEL T. BALUYAN
Assistant Secretary for Administration
Officer-in-Charge, Planning Service

SUBJECT:

**GUIDELINES IN THE CONDUCT OF THE NATIONAL
SCHOOL BUILDING INVENTORY (NSBI) FOR SY 2023-
2024**

DATE:

11 March 2024

The Department of Education continuously commit to improve the quality of education by providing safe and conducive learning environment through construction of more school buildings, other infrastructure, and facilities for schools. Furthermore, the Department recognizes the importance of maintaining a complete and accurate inventory of school infrastructure, including buildings, classrooms, furniture, and other facilities to be used in planning, budgeting, resource allocation, and decision making.

In preparation for the budget deliberations for the Fiscal Year 2025, there will be an update of the National School Building Inventory for SY 2023-2024 to capture the updated inventory of school infrastructure and other facilities. This will serve as basis for adjusting classroom requirements to ensure the safe operation of schools.

This Memorandum outlines the guidelines for the conduct of the NSBI, including the procedures, timelines, and roles and responsibilities of concerned personnel across all levels of governance. All public schools offering elementary, junior high schools and senior high schools are required to comply with the prescribed guidelines and actively participate in collecting and encoding NSBI data in the Basic Education Information System.

I. PROCEDURES

In order to collect, encode, and report accurate and high-quality data in the NSBI Module, personnel at the school level shall observe the following:

- a. The school head conducts the School Building Inventory and manually accomplish the NSBI Data Gathering Forms.
- b. Review, encode and validate the inventory.
- c. Submit two (2) signed copies of duly accomplished forms to the Schools Division Office (SDO), Attention: Division Engineer.

Should there be errors in encoding the data in the system, the School Head shall notify the SDO of any error committed through a letter addressed to the Division Planning Officer (System related) and Division Engineer (NSBI Forms).

II. ROLES AND RESPONSIBILITIES

All DepEd personnel across all levels of governance shall perform their respective roles and responsibilities in accordance with those enumerated below:

DepEd Central Office	Responsible Office/Personnel
Provide technical assistance on the orientation of very large SDOs (<i>when necessary</i>)	SIF-EFD, PS-EMISD
Update the system and provide a facility to print generated data for verification purposes	ICTS-USD
Regional Office	
Provide technical assistance on the orientation and implementation for large and very large SDOs	PPRD, Regional Engineer
Monitor status of submissions of SDOs	PPRD
Assist in the onsite validation to schools	Regional Engineer
Division Level	
Orient School Heads (by cluster)	SGOD-PRS, Division Education Facilities Section (EFS), Supply Office
Create BEIS accounts for Engineers (<i>plantilla</i>) with editing facilities (<i>provided</i>)	SGOD-PRS

that necessary clearances from School Head and SGOD are secured)	
Provide technical assistance to schools on queries regarding NSBI forms, system, and processes	SGOD-PRS, Division Education Facilities Section, Supply Office
Monitor and validate submissions from schools	SGOD-PRS, SPC, EFS
School Level	
Conduct actual school building inventory	School Head
Submit signed NSBI forms to SGOD	
Encode NSBI data in the BEIS	

III. NSBI FORMS

The NSBI Data Gathering Forms for SY 2023-2024 (see Annex A) consist of eight (8) tables, some of which have new data requirements that schools need to accomplish in the reporting of the NSBI. The NSBI Data Gathering Forms can be accessed and downloaded from the BEIS.

Table	Title
Table 1	Summary of Existing Building
Table 2	Existing Rooms per Building
Table 3	Number of Temporary Learning Space/s (TLS) & Makeshift Room/s
Table 4a	Existing Number of Water and Sanitation Facilities
Table 4b	Existing Number of Stand-Alone Water and Sanitation Facilities
Table 5	Existing Number of Usable Furniture
Table 6	Other Facilities/Amenities
Table 7	Access Going to School

The NSBI Data Gathering Forms were updated with the inclusion of new data elements as a result of DepEd's reportorial commitment to other agencies related to school buildings and facilities. For proper guidance and information, an Answering Guide (see Annex B) that contains the common definitions and examples will be disseminated to all concerned personnel.

Table	New Data Element
Table 1	Building PWD Accessible
Table 2	Room Condition: For Condemnation Condemned/For Demolition

Accomplished NSBI Data Gathering Forms shall be signed by the following school and division personnel attesting the accuracy and veracity of the encoded and reported data in both printed copy and in the system, as shown below:

Division Level	
Site Validation	Division Engineer
System Verifier	Planning Officer
School Level	
NSBI Data Gathering Forms	School Head
System Validation	

IV. PROCESS IN DETERMINING THE SCHOOL COORDINATES (LATITUDE/LONGITUDE)

In determining the school coordinates, the location of the flagpole shall serve as the reference point. The School Head may use devices such as mobile phones, smartphones (iOS or Android phones), tablets, or laptops to open Google Maps and identify the latitude and longitude of the school to ensure accuracy of the information or data.

Using smartphones/tablets:

1. Turn on the GPS on your device.
2. Open Google Maps.
3. Navigate the location you want to find the coordinates. You can scroll and zoom to locate it.
4. Tap and hold to the specific location. A red pin will appear at the determined location.
5. The coordinates will appear on the Search bar; then, copy or take a screenshot of the coordinates.

Using laptops:

1. Open your browser (Google Chrome, Mozilla Firefox, or any other browser).
2. Type Google Maps in the Search bar.
3. Navigate to the location you want to determine the coordinates. Use the scroll wheel to zoom in/out of the location.
4. Right-click on the location.
5. Click on the coordinates and copy them.

For samples of the processes in determining the school coordinates, please refer to Annex C.

V. VALIDATION QUOTA

Paper and onsite validation of NSBI data shall be conducted by the Division Engineers while the Division Planning Officers will verify the accuracy of the data encoded in the system.

The criteria or quota for the data validation will depend on the category/size of the division as shown below:

Category/Size	Criteria/Quota
Small	100% of schools data validated
Medium	At least 80% of schools data validated
Large	At least 60% of schools data validated
Very Large	At least 40% of schools data validated

VI. TIMELINES

All personnel involved in the data collection, encoding, validation, and monitoring for the NSBI for School Year 2023-2024 shall be guided accordingly on the following timelines as shown below:

Activity	Timeline
Orientation on NSBI for SY 2023-2024	Starting March 22, 2024
Encoding of NSBI Data	March 25, 2024
Validation of NSBI Data	May 1-31, 2024
End of Encoding in the System	June 01, 2024

The cut-off date of the data to be reported in the NSBI is as of **February 29, 2024**.

VII. MONITORING AND EVALUATION

The Policy, Planning, and Research Division (PPRD) through the Regional Planning Officer (RPO) shall monitor the status of submission by Schools Division Offices (SDO). The SDOs shall do the same to all schools under their respective jurisdiction. Also, the Division Planning Officer (DPO) and the Division Engineer shall provide necessary support in the form of technical assistance to schools with difficulties in encoding NSBI data.

The DepEd Central office through the Planning Service-Education Management Information System Division (PS-EMISD) shall inform all regions and divisions their respective statuses of submission and validation in coordination with the Regional Planning Officer.

Updates and changes in the encoding and reporting of NSBI data will only be disseminated through issuance of an Advisory or a Memorandum.

VIII. CONTACT SUPPORT

For clarifications and queries, please contact the following offices:

School Infrastructure and Facilities – Education Facilities Division (SIF-EFD)

Landline: (+63) 28 633 7263 / (+63) 28 638 7110 / (+63) 28 636 4877
Email: ousif.efd@deped.gov.ph
Address: 5th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City

Planning Service – Education Management Information System Division (PS-EMISD)

Landline: (+63) 28 638 2251 / (+63) 28 635 3986
Telefax: (+63) 28 635 3986
Email: ps.emisd@deped.gov.ph
Address: 2nd Floor, Alonzo Building, DepEd Complex, Meralco Avenue, Pasig City

Information and Communication Technology Service – User Support Division (ICTS-USD)

Landline: (+63) 28 636 4878 / (+63) 28 633 2658
Mobile: (+63) 939 436 1390 (SMART) / (+63) 977 771 2285 (GLOBE)
Email: support.ebeis-lis@deped.gov.ph / icts.usd@deped.gov.ph
Facebook: www.facebook.com/groups/lis.helpdesk/
Address: 2nd Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City

For immediate dissemination and strict compliance.

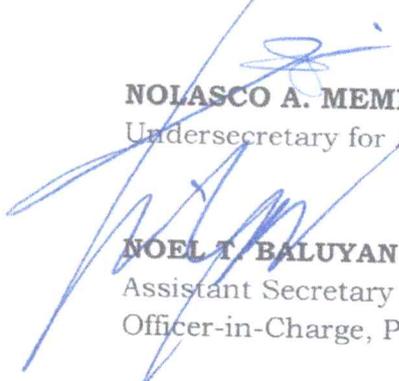


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MEMORANDUM

TO: MINISTER, BASIC, HIGHER AND TECHNICAL
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REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM: 
NOLASCO A. MEMPIN
Undersecretary for Administration

NOEL T. BALUYAN
Assistant Secretary for Administration
Officer-in-Charge, Planning Service

SUBJECT: BASIC EDUCATION INFORMATION SYSTEM (BEIS)
SCHOOL YEAR 2023-2024 DATA COLLECTION

DATE: 08 March 2024

Pursuant to **DepEd Order (DO) No. 27, s. 2019** titled **Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes**, the Department provides the basis for the annual data collection in the Basic Education Information System. It instructs all public and private schools, including State/Local Universities and Colleges offering basic education in the country to update the school profile and other data elements through the accomplished data gathering forms.

With this, the Department remains committed to ensuring the collection and generation of quality education data. This data will aid in allocating crucial resources, budgeting, policymaking, monitoring and evaluation, and improving the delivery of quality basic education in the country. This also recognizes and reiterates the vital role of all personnel across all levels of governance in reporting correct data in the system, as well as in producing accurate statistics that will support the successful implementation of priority programs under the MATATAG Agenda.



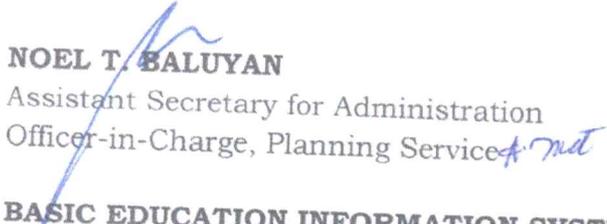
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FROM: 
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Undersecretary for Administration


NOEL T. BALUYAN
Assistant Secretary for Administration
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SUBJECT: **BASIC EDUCATION INFORMATION SYSTEM (BEIS)
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DATE: 08 March 2024

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With this, the Department remains committed to ensuring the collection and generation of quality education data. This data will aid in allocating crucial resources, budgeting, policymaking, monitoring and evaluation, and improving the delivery of quality basic education in the country. This also recognizes and reiterates the vital role of all personnel across all levels of governance in reporting correct data in the system, as well as in producing accurate statistics that will support the successful implementation of priority programs under the MATATAG Agenda.

For information and guidance, attached in this Memorandum are copies of the BEIS Data Gathering Forms for School Year 2023-2024. These forms capture the revisions and additional data elements/information requirements proposed by the program owners and implementers, as shown below:

1. Government Elementary School Profile
2. Government Junior High School Profile
3. Government Senior High School Profile
4. Private School Profile
5. State/Local Universities and College Profile

Public integrated schools, private schools, and State/Local Universities shall provide information only applicable to them in the abovementioned BEIS data gathering forms.

A. Guide in reporting select data/information requirements in BEIS SY 2023-2024

All School Heads shall be guided accordingly by the following instructions/reminders in the proper reporting of data:

1. Integrated schools (elementary and secondary levels) that share the same facilities such as water supply, electrical supply, internet connectivity, and wash facilities shall report the same data at all levels.
2. If the integrated school has only one electric/water /internet billing for both elementary and secondary levels, the average cost of monthly bills/maintenance shall be the same for both levels.
3. The number of computers for integrated schools shall be counted based on the recipient level. For example, computers allocated in elementary schools must only be counted in elementary, even if the same computers are used by both elementary and secondary learners.
4. 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.

The implementation of shifting means that there is an existing shortage of the number of classrooms and/or teachers that necessitates conducting classes of different grade levels like in the morning or afternoon.

Illustration A:

Due to limited number of rooms in School A, its school head decided that Grades 7 and 9 will conduct their classes in the morning (06:00 a.m. to 12:00 nn) while classes for Grades 8 and 10 will start in the afternoon (01:00 p.m.

to 07:00 p.m.). In this scenario, the school is implementing shifting, particularly **two shifts**.

Illustration B:

With a very large enrollment and limited number of classrooms, School B implemented the following class schedules: Grades 1-2 (06:00 a.m to 10:00 a.m); Grades 3-4 (10:00 a.m. to 02:00 p.m.); and Grades 5-6 (02:00 p.m. to 06:00 p.m.). Given the circumstances, School B is implementing **three shifts**.

5. **For suicide and attempted suicide, only cases with proper documentation can be reported.** Cases related to suicide can only be defined and confirmed through a process of collaboration, investigation, and validation with relevant professionals including authorities, medical officers, and/or guidance counselors or mental health coordinators or social worker involved in the case of the learners. Please refer to Annex A, Section III of OUOPS No. 2023-06-7518 for interim guidelines on validation of data regarding suicide incident reporting.

6. The standards for group handwashing facilities entail that such facilities can accommodate at least of ten (10) learners for Elementary and at least four (4) learners for JHS/SHS. Existing handwashing facilities designed for group handwashing that do not meet these standards or fall below them shall be reported under the category of "Facilities for individual handwashing."

7. In private schools and state/local universities and colleges offering elementary, junior high school, senior high school, or any of both levels, if the computers, toilets, laboratories, classrooms, and other facilities are commonly used or shared by different grade levels or level of education, the following shall be counted to both levels (i.e., elementary, and junior high school or junior high school and senior high school).

B. Data Validation

The Department would like to reiterate that the program focal person in the division shall jointly validate with the Division Planning Officer their program data. The program focal person shall sign the forms to ascertain that the data reported are correct and validated.

Data Elements	Division Focal Person
Curriculum-related data on learners (IP, Muslim ED, SPED)	EPS-in-Charge of Special Programs (ALS, SPED, Sports, Madrasah, IPED, Multi-Grade)
DRRM and other related activities	DRRM Coordinator



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Teaching and Non-Teaching Personnel Data	HR Personnel
Computer, Internet, and other ICT MOOE	Information Technology Officer Finance Personnel
Instructional/Non-Instructional Rooms including electricity, water and other sanitation facilities, School Location, Travel details	Education Facilities Personnel/Legal Officer
School Health Nutrition including solid waste management, tobacco control	Health and Nutrition Personnel
School Sports	Sports Coordinator
School Government Program	SPG Coordinator
School Government Program (Youth Formation, SPG, SSG)	Youth Formation Coordinator

At the division level, **online validation shall be done by the Division Planning Officers** while the **Division Focal Persons should be responsible for paper or table validation of the forms**. In case there are errors in the accomplished forms submitted by the schools, they should be informed of the findings and requested to rectify such errors.

Likewise, **100% table validation of submitted templates by the program coordinators shall be done**. Large and very large divisions may adopt applicable strategies to facilitate the validation process.

School Heads are also reminded that they shall be responsible for validating the accuracy and correctness of the data reported by their school.

C. TIMELINES

Activities	Schedule
Start of BEIS SY 2023-2024 Encoding	March 25, 2024
End of BEIS SY 2023-2024 Encoding	May 31, 2024
Data Validation	May 1-31, 2024

For any clarifications, please do not hesitate to contact the Planning Service-Education Management Information System Division through their email address **ps.emisd@deped.gov.ph**.