



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

**Tanggapan ng Kalihim**  
**Office of the Secretary**

Direct Line: 633-7208  
E-Mail: [deped@pacific.net.ph](mailto:deped@pacific.net.ph)  
Website: <http://www.deped.gov.ph>

**JUN 03 2003**

DepEd O R D E R  
No. **48**s. 2003

**REGULAR ANNUAL COLLECTION AND PROCESSING OF BASIC  
EDUCATION DATA**

To: Regional Directors  
Regional Secretary – DepEd ARMM  
Schools Division Superintendents  
Heads of Public Elementary and Secondary Schools  
Heads of Private Schools, Colleges and Universities  
Vocational School Administrators

1. The annual statistical activities of the Department start this school year with the distribution and collection of the data gathering forms designed for electronic processing using the Basic Education Information System (BEIS).
2. The BEIS data gathering forms covering SY 2003-2004 consist of the following:
  - 2.1 Government Elementary School Profile
  - 2.2 Government Secondary School Profile
  - 2.3 Private School Profile
3. The heads of the regional and divisional planning units shall jointly undertake the distribution, collection and processing of the accomplished forms.
4. District supervisors and heads of public elementary schools, secondary school principals, vocational school administrators and heads of private schools offering elementary and/or secondary education shall be held responsible and accountable for the prompt, complete and accurate filling up of the BEIS forms. They shall likewise be responsible for the submission of the duly accomplished forms to their respective division offices on or before the **30<sup>th</sup> of September 2003**.

5. The division offices shall electronically process the school profiles to produce the following outputs and shall submit the same on the following dates to their respective regional offices:

<u>Outputs (in print and diskettes)</u>	<u>Date</u>
BEIS – Quick Counts (public elementary and secondary schools)	<b>October 31, 2003</b>
District and Division Statistical Bulletins and BEIS-Performance Indicators Report	<b>January 31, 2004</b>

6. The regional offices shall consolidate the division offices' outputs to produce regional statistical bulletins. The regional statistical bulletins as well as the school district and division statistical bulletins produced by the division offices shall be submitted to the **Research and Statistics Division (RSD), Office of Planning Service (OPS)**, in hard copies and in diskettes, **on or before the end of February 2004**. The RSD, OPS shall then consolidate the regional outputs to produce the Department's statistical bulletin **on or before the end of March 2004**.

7. Statistical bulletins produced by the regional offices shall be distributed to their respective division offices while those produced by the division offices shall be distributed to their respective district offices.

8. **The regional directors, schools division superintendents, district supervisors and school heads are advised to implement rigid validation procedures to ensure the completeness, accuracy and reliability of the data. These concerned field officials shall be held responsible and accountable for any inaccuracy or false data reported. The Central office through the OPS will put in place a rigorous system of spot checking and validation at the central and field level. Those who shall be found to be deliberately reporting false or inaccurate data shall be dealt with accordingly.**

9. Full attention and strict compliance with this Order is earnestly requested of all concerned to ensure the successful implementation of this annual statistical activity.

10. This Order supersedes previous DECS Order regarding annual collection and processing of basic education data.

  
**EDILBERTO C. DE JESUS**  
Secretary

Reference:

DepEd Order: No. 35, s. 2002

Allotment: 1—(D.O 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

DATA (Statistics)

FORMS

REPORTS

## INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT ELEMENTARY SCHOOL PROFILE

No item should be left blank. Instead, "zero ( 0 )" or "not applicable (u) " shall be written. Shaded boxes shall not be filled.

**PUPIL DATA** - The data being requested cover both the current and previous school years.

- **Total Enrolment** -includes all pupils enrolled in the school, including repeaters. In the case of multigrade pupils, the enrolment figures shall be distributed across the appropriate grades.  
The distribution of figures across grade levels shall also apply to the number of repeaters, transferees in, balik-aral, promotees/graduates, and dropouts.
- **Pre-school Enrolment** - refers to enrolment before Grade 1. Enrolment in Nursery, Kindergarten, Preparatory, if any, shall be reported whether or not pre-school classes are provided for under the school's regular budget.
- **Monograde Enrolment** - refers to pupils being taught in classes consisting of a single grade only.
- **Multigrade Enrolment** - refers to pupils being taught in classes consisting of two or more grades under one teacher.
- **Number of Repeaters** - refers to pupils who failed or left a particular grade level in any previous school year and are enrolled in the same grade level where they left or failed, as of August 31.
- **Number of Transferees In** - refers to pupils who entered the school from another school, either government or private.
- **Number of Balik-aral** - refers to pupils who finished a grade level, stopped schooling and enrolled in the next grade level after a year or more, as of August 31.
- **Number of Classes per grade level (Grades 1-6)** - refers only to monograde classes. Classes with two or more grade levels shall be indicated under the multigrade category.
- **Number of Dropouts** - refers to pupils who left school before completing the prescribed grade level within the specified school year up to March 31 and **should not be included in the total enrolment as of the same date.**
- **Number of Promotees/Graduates** - In grades 1 to 5, refers to pupils who successfully completed the grade level. In grade 6, refers to pupils who completed the elementary level.

### AGE PROFILE

- The total enrolment of the school as of 31 August shall be distributed across grade levels and by single age.  
ECD (Early Childhood Development) experience includes all ECD programs for young children aged 4 to 5 years in registered pre-schools and those in similar organized educational institutions and day care centers.

### CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT

- **Current SY Enrolment and Number of Classes** - Enrolment shall tally with the data on enrolment and number of classes by grade level.
- **Shift (or session)** - refers to time schedules corresponding to different sets of classes (e.g. morning and afternoon shifts). Table C shall be filled even if only one shift is offered by the school.

*After completing Tables A through C, check that the enrolment totals in these tables tally with one*

### PHYSICAL FACILITIES DATA

EXISTING NUMBER OF CLASSROOMS (Makeshift and condemned/condemnable academic rooms are not to be included.)

Enter the number of rooms currently being used and not currently being used for *instructional purposes* in the appropriate boxes. Similarly, enter the number of rooms currently being used and not currently being used for *non-instructional purposes* in the appropriate boxes. The columns for Totals shall include those currently being used and not currently being used.

*Academic rooms refer to classrooms with the following dimensions:*

- |                        |   |
|------------------------|---|
| ▪ 7m x 9m with 2 doors | ▪ 7m x 6m with 1 door                       |
| ▪ 7m x 8m with 2 doors | ▪ 6m x 8m (Bagong Lipunan type) with 1 door |
| ▪ 7m x 7m with 2 doors |   |

### EXISTING CLASSROOM FURNITURE

- **Number of Desks** - refers to the total number of serviceable two-seater desks in the school.
- **Number of Tables and Chairs** - refers to the number of *sets of 1 table and 2 chairs* (new model) in the school.
- **Number of Armchairs** - refers to the total number of serviceable armchairs in the school.

Totals in these boxes must tally.

Table A. PUPIL DATA, SY 2003-2004 (As of August 31)

Particulars	Pre-School		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLMENT																
Monograde																
Multigrade																
Included in this enrolment, number of:																
SPED, graded																
Repeaters																
Transferees In																
Balik-Aral																
Total Number of Monograde Classes																
Total Number of Multigrade Classes																

Table B. ELEMENTARY AGE PROFILE, SY 2003-2004 (As of August 31)

Age	Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	With ECD Experience		Without ECD Experience		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
5 and Below																
6																
7																
8																
9																
10																
11																
12																
13 and Above																
TOTAL																

Table C. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2003-2004 (As of August 31)

Particulars	1st Shift		2nd Shift		3rd Shift		4th Shift		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment										
Number of Classes										

Certified True and Correct by :

School Head : \_\_\_\_\_  
(Signature Over Printed Name)

Designation : \_\_\_\_\_ Date : \_\_\_\_\_

Verified by the Division Office :

Head of the Division : \_\_\_\_\_  
(Signature Over Printed Name)

Designation : \_\_\_\_\_ Date : \_\_\_\_\_

## INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT ELEMENTARY SCHOOL PROFILE

No item should be left blank. Instead, "zero ( 0 )" or "not applicable (a) " shall be written.

**PERSONNEL DATA AND TEACHER ASSIGNMENTS** - The data to be entered shall be as of 31st of August 2003.

- *Locally-funded teachers working in the school* are those teachers not having plantilla positions and whose compensation is not paid out of the national budget. These are classified according to the following:

*Special Education Fund (SEF)* – Teachers whose salaries are being paid by the Local School Board Fund (Provincial/City or Municipal) where the school is located.

*Local Government Unit (LGU) funded* – Those teachers paid out of the general fund ( not the SEF) of the LGU.

*PTCA-funded* – Teachers who receive their salaries through the Parents-Teachers-Community Association (PTCA).

*Volunteer* – These are teachers who work for free or who receive very minimal allowance.

*Others* – These are teachers who are being funded by neither one of the above.

- *Nationally-funded personnel* are those teaching and non-teaching personnel having plantilla positions, including those with provisional appointments.
- *Number of positions assigned in the school per latest PSI-POP* refers to the number of plantilla items assigned to the school.
- *Number actually working in the school* are those teaching and non-teaching personnel with plantilla positions who are actually performing their specific assignments in the school, as of 31st of August
- *On leave* personnel refers to those who are on sick, vacation, study and/or maternity leave as of 31st of August 2003.
- *Position(s) vacant* refers to the plantilla positions that are unfilled as of 31st August 2003.
- *Personnel detailed to DepEd office(s)* are those assigned/designated to other DepEd office(s) like the district, the division, the regional or the central office.
- *Ancillary services* are those rendered by a guidance counselor, librarian, property custodian, office clerk, canteen manager, coordinator (NFE, PE, Boy/Girl Scout, etc.), teacher nurse. Class advisorship is not included.

**Table D. PUPIL DATA FOR PREVIOUS SCHOOL YEAR 2002-2003 (As of March 31)**

Particulars	Pre-School		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment																
Number of Promotees/Graduates																
Number of Dropouts																

**Table E<sub>1</sub>. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2003-2004 (As of August 31)**

Instructional rooms					Non-instructional rooms	
Used as academic classrooms	Used as Science Laboratories	Used as H.E. rooms	Used as I.A./Workshops	Used as computer rooms	Not currently used	Total instructional rooms

Non-instructional rooms						
Used as libraries	Used as clinic	Used as canteen	Used as offices	Other uses	Not currently used	Total non-instructional rooms

**Table E<sub>2</sub>. EXISTING CLASSROOM FURNITURE, SY 2003-2004 (As of August 31)**

Classroom furniture for pupils	Desks	Sets of chairs and tables	Armchairs

**Table E<sub>3</sub>. EXISTING NUMBER OF TOILETS, SY 2003-2004 (As of August 31)**

Number of toilets	Girls (toilet bowl)		Boys (toilet bowl)		Shared (girls and boys)
	(urinal)	(toilet bowl)	(urinal)	(toilet bowl)	

**Table F<sub>1</sub>. PERSONNEL DATA (Locally-funded), SY 2003-2004 (As of August 31)**

LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL				
Special Educ. Fund (SEF) (Regular Fund)	Local Gov't Unit (LGU) funded	PTCA-funded	Volunteer	TOTAL Locally-funded

Certified True and Correct by :

School Head :

Designation :

(Signature Over Printed Name)

Date :

Verified by the Division Office :

Head of the Division :

Designation :

(Signature Over Printed Name)

Date :

Table F. PERSONNEL DATA (Nationally-funded), SY 2003-2004 (As of August 31)

Position Title Col. 1	NATIONALLY-FUNDED PERSONNEL					TOTAL (Col.5+Col.6+ Col.7+Col.8) Col. 9	
	Number of positions assigned in the school per latest FSI-POP Col. 2	Number actually working in the school		On leave Col. 6	Position(s) vacant Col. 7		Personnel detailed to DepEd Office(s) Col. 8
		Male Col. 3	Female Col. 4				
<b>a. Non-teaching</b>							
Principal IV							
Principal III							
Principal II							
Principal I							
Head Teacher III							
Head Teacher II							
Head Teacher I							
Guidance Coordinator/Counselor							
Clerk							
Security Guard							
Utility Worker							
<b>TOTAL (Nationally-funded non-teaching personnel)</b>							
<b>b. Teaching</b>							
Master Teacher II							
Master Teacher I							
Teacher III							
Teacher II							
Teacher I							
SPED Teacher							
Pre-School Teacher							
<b>TOTAL (Nationally-funded teaching personnel)</b>							

Note: In Tables F<sub>1a</sub> & F<sub>2a</sub>, totals in column 9 must tally with entries in column 2.

Totals in these boxes must tally.

Table G. TEACHER ASSIGNMENTS (Nationally-funded teachers only), SY 2003-2004 (As of August 31)

Position Title Col. 1	Carries full-time class teaching load min. or more			(360)		Assigned full-time to ancillary services Col. 6	TOTAL (Col.2+Col.3+Col.4+ Col.5+Col.6) Col. 7
	Not assigned to ancillary services Col. 2	Assigned to ancillary services as additional load Col. 3	Assigned part-time to class teaching, part-time to ancillary services				
			Class teaching 200 min. per day or more Col. 4	Class teaching less than 200 min. per day Col. 5			
Master Teacher II							
Master Teacher I							
Teacher III							
Teacher II							
Teacher I							
SPED Teacher							
Pre-School Teacher							
<b>TOTAL (Nationally-funded teaching personnel)</b>							

Certified True and Correct by :

School Head :

Designation :

(Signature Over Printed Name)

Date :

Verified by the Division Office :

Head of the Division :

Designation :

(Signature Over Printed Name)

Date :



## INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT SECONDARY SCHOOL PROFILE

No item should be left blank. Instead, "zero (0)" or "not applicable (a)" shall be written.

**STUDENT DATA** - The data being requested cover both the current and previous school years.

- **Total Enrolment** - includes all students enrolled in the school, including repeaters. The distribution of figures across year levels shall also apply to the number of repeaters, transferees in, balik-aral, promotees/graduates, and dropouts.
- **Number of Repeaters** - refers to students who failed or left a particular year level in any previous school year and are enrolled in the same year level where they left or failed, as of August 31.
- **Number of Transferees In** - refers to students who entered the school from another school, either government or private.
- **Number of Balik-aral** - refers to students who finished a year level, stopped schooling and enrolled in the next year level after a year or more, as of August 31.
- **Number of Dropouts** - refers to students who left school before completing the prescribed year level within the specified school year up to March 31 and **should not be included in the total enrolment as of the same date.**
- **Number of Promotees/Graduates** - In year 1 to 3, refers to students who successfully completed the year level. In year 4, refers to students who completed the secondary level.

### AGE PROFILE

- The total enrolment of the school as of 31 August shall be distributed across year levels and by single age.

### CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT

- **Current SY Enrolment and Number of Classes** - Enrolment shall tally with the data on enrolment and number of classes by year level.
- **Shift (or session)** - refers to time schedules corresponding to different sets of classes (e.g. morning and afternoon shifts). Table C shall be filled even if only one shift is offered by the school.

***After completing Tables A through C, check that the enrolment totals in these tables tally with one***

### PHYSICAL FACILITIES DATA

**EXISTING NUMBER OF CLASSROOMS** (Makeshift and condemned/condemnable academic rooms are not to be included.)

Enter the number of rooms currently being used and not currently being used for *instructional purposes* in the appropriate boxes. Similarly, enter the number of rooms currently being used and not currently being used for *non-instructional purposes* in the appropriate boxes. The columns for Totals shall include those currently being used and not currently being used.

*Academic rooms refer to classrooms with the following dimensions:*

- |                        |   |
|------------------------|---|
| ▪ 7m x 9m with 2 doors | ▪ 7m x 6m with 1 door                       |
| ▪ 7m x 8m with 2 doors | ▪ 6m x 8m (Bagong Lipunan type) with 1 door |
| ▪ 7m x 7m with 2 doors |   |

### EXISTING CLASSROOM FURNITURE

- **Number of Desks** - refers to the total number of serviceable two-seater desks in the school.
- **Number of Tables and Chairs** - refers to the number of *sets of 1 table and 2 chairs* (new model) in the school.
- **Number of Armchairs** - refers to the total number of serviceable armchairs in the school.



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 OFFICE OF PLANNING SERVICE  
 Research and Statistics Division

--	--	--	--	--	--	--	--

School ID

--	--	--	--	--

Municipality ID

**GOVERNMENT SECONDARY SCHOOL PROFILE**

*This form shall be accomplished by the head of all government secondary schools. In the case of schools with annexes, extensions, etc., a different form shall be accomplished by every annex, extension, etc.. After entering all data for Tables A through G, copy summary data to the boxes for Quick Count Data found at the bottom of this page, as follows:*

Total enrollment  
 Total nationally-funded teaching personnel  
 Total instructional rooms  
 Total classroom furniture

*From Table A (Column "TOTAL")  
 From Table F<sub>2b</sub> (Column 2, "TOTAL Nationally-funded teaching personnel")  
 From Table E<sub>1</sub> (Column "TOTAL")  
 From Table E<sub>2</sub>*

**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 shall submit the accomplished forms to the respective Division Office on or before September 30, 2003.**

**SCHOOL INFORMATION**  
 SY 2003-2004

Name of School : \_\_\_\_\_ (Official name)

Address : \_\_\_\_\_ (If renamed, please indicate old name.)

# \_\_\_\_\_ Street \_\_\_\_\_ Barangay \_\_\_\_\_

Municipality \_\_\_\_\_ Province/City \_\_\_\_\_

Region : \_\_\_\_\_

Division : \_\_\_\_\_

Legislative District : \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

1. Funding (Tick one only)

<input type="checkbox"/>	National
<input type="checkbox"/>	Local

2. Type (Tick as appropriate)

<input type="checkbox"/>	Science High School
<input type="checkbox"/>	Integrated School
<input type="checkbox"/>	SPED School

Type of School:

Quick Count Data :

Male	Female
<input type="text"/>	<input type="text"/>
Total Enrollment (Table A. "TOTAL")	

<input type="text"/>	Total Nationally-Funded Teaching Personnel (Table F <sub>2b</sub> , Column 2)
<input type="text"/>	Total Instructional Rooms (Table E <sub>1</sub> , "TOTAL")

<input type="text"/>	Desks	<input type="text"/>	Armchairs
<input type="text"/>	Seats of chairs and tables	<input type="text"/>	<input type="text"/>
Total Classroom Furniture (Table E <sub>2</sub> )			

Certified True and Correct by : \_\_\_\_\_

School Head : \_\_\_\_\_

Designation : \_\_\_\_\_

Verified by the Division Office : \_\_\_\_\_

Head of the Division : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

(Signature Over Printed Name)

(Signature Over Printed Name)

(Signature Over Printed Name)

Date : \_\_\_\_\_

Totals in these boxes must tally.

Table A. STUDENT DATA, SY 2003-2004 (As of August 31)

Particulars	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLMENT										
<i>Included in this enrolment, number of:</i>										
SPEED, graded										
Repeaters										
Transferees In										
Balik-Aral										
Total Number of Classes										

Table B. SECONDARY AGE PROFILE, SY 2003-2004 (As of August 31)

Age	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
10 and Below										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20 and Above										
TOTAL										

Table C. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2003-2004 (As of August 31)

Particulars	1st Shift		2nd Shift		3rd Shift		4th Shift		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment										
Number of Classes										

Certified True and Correct by :  
 School Head : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

Verified by the Division Office :  
 Head of the Division : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

(Signature Over Printed Name)  
 \_\_\_\_\_  
 Date : \_\_\_\_\_

(Signature Over Printed Name)  
 \_\_\_\_\_  
 Date : \_\_\_\_\_

## INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT SECONDARY SCHOOL PROFILE

No item should be left blank. Instead, "zero ( 0 )" or "not applicable (a) " shall be written.

**PERSONNEL DATA AND TEACHER ASSIGNMENTS** - The data to be entered shall be as of 31st of August 2003.

- *Locally-funded teachers working in the school* are those teachers not having plantilla positions and whose compensation is not paid out of the national budget. These are classified according to the following:

*Special Education Fund (SEF)* – Teachers whose salaries are being paid by the Local School Board Fund (Provincial/City or Municipal) where the school is located.

*Local Government Unit (LGU) funded* – Those teachers paid out of the general fund ( not the SEF) of the LGU.

*PTCA-funded* – Teachers who receive their salaries through the Parents-Teachers-Community Association (PTCA).

*Volunteer* – These are teachers who work for free or who receive very minimal allowance.

*Others* – These are teachers who are being funded by neither one of the above.

- *Nationally-funded personnel* are those teaching and non-teaching personnel having plantilla positions, including those with provisional appointments.
- *Number of plantilla items in school per latest PSI-POP* refers to the number of plantilla items allocated to the school.
- *Number actually working in the school* are those teaching and non-teaching personnel with plantilla positions who are actually performing their specific assignments in the school, as of 31st of August
- *On leave* personnel refers to those who are on sick, vacation, study and/or maternity leave as of 31st of August 2003.
- *Plantilla item(s) vacant* refers to the plantilla positions that are unfilled as of 31st August 2003.
- *Plantilla administrators/teachers detailed to other school(s)/DepEd office(s)* are those who are assigned/designated to other school(s) or DepEd office(s) like the district, the division, the regional or the central office.
- *Plantilla administrators/teachers borrowed from other school(s)* are those who are actually working in the school but whose items belong to another school.
- *Ancillary services* are those rendered by a guidance counselor, librarian, property custodian, office clerk, canteen manager, coordinator (NFE, PE, Boy/Girl Scout, etc.), teacher nurse. Class advisorship is not included.

**Table D. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2002-2003 (As of March 31)**

Particulars	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment										
Number of Promotees/Graduates										
Number of Dropouts										

**Table E<sub>1</sub>. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2003-2004 (As of August 31)**

Instructional rooms						Total instructional rooms
Used as academic classrooms	Used as Science Laboratories	Used as I.E. rooms	Used as I.A./Workshops	Used as computer rooms	Not currently used	Total instructional rooms

Non-instructional rooms						Total non-instructional rooms
Used as libraries	Used as clinic	Used as canteen	Used as offices	Other uses	Not currently used	Total non-instructional rooms

**Table E<sub>2</sub>. EXISTING CLASSROOM FURNITURE, SY 2003-2004 (As of August 31)**

Classroom furniture for pupils	Desks	Sets of chairs and tables	Armchairs

**Table E<sub>3</sub>. EXISTING NUMBER OF TOILETS, SY 2003-2004 (As of August 31)**

Number of toilets	Girls (toilet bowl)		Boys (toilet bowl)		Shared (girls and boys)
	(toilet bowl)	(urinal)	(toilet bowl)	(urinal)	

**Table F<sub>1</sub>. PERSONNEL DATA (Locally-funded), SY 2003-2004 (As of August 31)**

LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL						
Special Educ. Fund (SEF) (Regular Fund)	Provincial/City	Municipal	Local Gov't Unit (LGU) funded	PTCA-funded	Volunteer	TOTAL Locally-funded

Certified True and Correct by :

School Head : \_\_\_\_\_  
(Signature Over Printed Name)

Designation : \_\_\_\_\_ Date : \_\_\_\_\_

Verified by the Division Office :

Head of the Division : \_\_\_\_\_  
(Signature Over Printed Name)

Designation : \_\_\_\_\_ Date : \_\_\_\_\_

Table F<sub>2</sub>. PERSONNEL DATA (Nationally-funded), SY 2003-2004 (As of August 31)

Position Title Col. 1	NATIONALLY-FUNDED PERSONNEL										TOTAL	
	SCHOOL PLANTILLA ITEMS					Plantilla administrators/ teachers borrowed from other school(s)					Nationally-funded personnel working in the school	
	Number of plantilla items in school per latest PSI/POP Col. 2	Number actually working in the school		On leave Col. 5	Plantilla item(s) vacant Col. 6	Plantilla administrators/ teachers located in other school(s) Col. 7	TOTAL (Col. 3+Col. 4+ Col. 5+Col. 6+Col. 7) Col. 8	Male Col. 9	Female Col. 10	Male (Col. 9+Col. 11) Col. 11	Female (Col. 10+Col. 12) Col. 12	TOTAL (Col. 11+Col. 12) Col. 13
		Male Col. 3	Female Col. 4									
<i>a. Non-teaching</i>												
Vocational School Administrator I-III												
Principal IV												
Principal III												
Principal II												
Principal I												
Head Teacher VI												
Head Teacher V												
Head Teacher IV												
Head Teacher III												
Head Teacher II												
Head Teacher I												
Guidance Coordinator/Counselor												
Librarian												
Senior Bookkeeper												
Disbursing Officer II												
<b>TOTAL (Nationally-funded non-teaching personnel)</b>												
<i>b. Teaching</i>												
Instructor I-III												
Master Teacher II												
Master Teacher I												
Teacher III												
Teacher II												
Teacher I												
SPED Teacher												
<b>TOTAL (Nationally-funded teaching personnel)</b>												

Note: In Tables F<sub>2</sub> & F<sub>3</sub>, Col. 7 must not exceed Col. 8

Table G. TEACHER ASSIGNMENTS (Nationally-funded teachers only), SY 2003-2004 (As of August 31)

Position Title Col. 1	Carries full-time class teaching load				Assigned part-time to ancillary services		TOTAL (Col. 2+Col. 3+Col. 4+ Col. 5+Col. 6) Col. 7
	Not assigned to ancillary services Col. 2		Assigned to ancillary services as additional load Col. 3		Class teaching 200 min. per day or more Col. 4	Class teaching less than 200 min. per day Col. 5	
	Carries full-time class teaching load (360 min. or more)		Assigned part-time to class teaching, part-time to ancillary services				
Instructor I-III							
Master Teacher II							
Master Teacher I							
Teacher III							
Teacher II							
Teacher I							
SPED Teacher							
<b>TOTAL (Nationally-funded teaching personnel)</b>							

Totals in these boxes must tally.

Certified True and Correct by : \_\_\_\_\_  
 School Head : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

Verified by the Division Office : \_\_\_\_\_  
 Head of the Division : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

(Signature Over Printed Name)

## INSTRUCTIONS FOR ACCOMPLISHING THE PRIVATE SCHOOL PROFILE

No item should be left blank. Instead, "zero ( 0 )" or "not applicable (a) " shall be written. Shaded boxes shall not be filled.

**PUPIL/STUDENT DATA** - The data being requested cover both the current and previous school years.

- **Total Enrolment** - includes all pupils/students enrolled in the school, including repeaters. In the case of multigrade pupils, the enrolment figures shall be distributed across the appropriate grades.  
The distribution of figures across grade/year levels shall also apply to the number of repeaters, transferees in, balik-aral, promotees/graduates, and dropouts.
- **Pre-school Enrolment** - refers to enrolment before Grade 1, i.e., Nursery, Kindergarten, Preparatory.
- **Monograde Enrolment** - refers to pupils being taught in classes consisting of a single grade only.
- **Multigrade Enrolment** - refers to pupils being taught in classes consisting of two or more grades under one teacher.
- **Number of Repeaters** - refers to pupils/students who failed or left a particular grade/year level in any previous school year and are enrolled in the same grade/year level where they left or failed, as of August 31.
- **Number of Transferees In** - refers to pupils/students who entered the school from another school, either government or private.
- **Number of Balik-aral** - refers to pupils/students who finished a grade/year level, stopped schooling and enrolled in the next grade/year level after a year or more, as of August 31.
- **Number of Classes per grade/year level (Grades 1-6, Years 1-4)** - refers only to single grade/year classes. Classes with two or more grade/year levels shall be indicated under the multigrade category.
- **Number of Dropouts** - refers to pupils/students who left school before completing the prescribed grade/year level within the specified school year up to March 31 and **should not be included in the total enrolment as of the same date.**
- **Number of Promotees/Graduates** - In grades 1 to 5/years 1 to 3, refers to pupils/students who successfully completed the grade/year level. In grade 6/year 4, refers to pupils/students who completed the elementary/secondary level.

### AGE PROFILE

- The total enrolment of the school as of 31 August shall be distributed across grade/year levels and by single age.  
ECD (Early Childhood Development) experience includes all ECD programs for young children aged 3 to 5 years in registered pre-schools and those in similar organized educational institutions and day care centers.

### CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT

- **Current SY Enrolment and Number of Classes** - Enrolment shall tally with the data on enrolment and number of classes by grade/year level.
- **Shift (or session)** - refers to time schedules corresponding to different sets of classes (e.g. morning and afternoon shifts). Table 3 shall be filled even if only one shift is offered by the school.

*After completing Tables 1 to 3, check that the enrolment totals in these tables tally with one another.*

### PHYSICAL FACILITIES DATA

**EXISTING NUMBER OF CLASSROOMS** (Makeshift and condemned/condemnable academic rooms are not to be included.)

Enter the number of rooms currently being used and not currently being used for *instructional purposes* in the appropriate boxes. Similarly, enter the number of rooms currently being used and not currently being used for *non-instructional purposes* in the appropriate boxes.

*Academic rooms refer to classrooms with the following dimensions:*

- 7m x 9m with 2 doors
- 7m x 8m with 2 doors
- 7m x 7m with 2 doors
- 7m x 6m with 1 door
- 6m x 8m (Bagong Lipunan type) with 1 door

### EXISTING CLASSROOM FURNITURE

- **Number of Desks** - refers to the total number of serviceable two-seater desks in the school.
- **Number of Tables and Chairs** - refers to the number of *sets of 1 table and 2 chairs* (new model) in the school.
- **Number of Armchairs** - refers to the total number of serviceable armchairs in the school.

### PERSONNEL DATA

- **Teachers with Full-time Teaching Load** - refer to those who are handling not less than 15 teaching hours a week. Per MECS Circular No. 6, series of 1974, a teacher gets an equivalent of one subject load reduction for each regular extra-curricular activity assigned to him. Therefore, a teacher whose total actual teaching load plus equivalent load is at least 15 hours is considered as a teacher with full-teaching load. Teachers handling more than one level shall be entered in the row for "No. of Teachers with Part-Time Teaching Load" and under the column where he/she spends the most number of hours teaching. *A part-time teacher shall only be counted once.*



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 OFFICE OF PLANNING SERVICE  
*Research and Statistics Division*

--	--	--	--	--	--	--	--

School ID

--	--

Municipality ID

**PRIVATE SCHOOL PROFILE**

*This form shall be accomplished by the head of all private education institutions offering pre-school, elementary and/or secondary levels. In the case of schools/institutions offering more than one level, only one form shall be accomplished. He/she 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 Division Office on or before September 30, 2003.*

**SCHOOL INFORMATION**  
 SY 2003-2004

Name of Institution : \_\_\_\_\_  
 (Official name)

Address : \_\_\_\_\_  
 (If renamed, please indicate old name.)

# \_\_\_\_\_ Street \_\_\_\_\_ Barangay \_\_\_\_\_  
 Municipality \_\_\_\_\_ Province/City \_\_\_\_\_

Head of Institution : \_\_\_\_\_

Designation : \_\_\_\_\_

Region : \_\_\_\_\_

Division : \_\_\_\_\_

Legislative District : \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

Government Recognition No. \_\_\_\_\_, S. \_\_\_\_\_

Permit No. \_\_\_\_\_, S. \_\_\_\_\_

Renewal No. \_\_\_\_\_, S. \_\_\_\_\_

**1. Sector (Tick one only)**

<input type="checkbox"/>	Sectarian
<input type="checkbox"/>	Non-Sectarian

**2. Level of Education Offered (Tick as appropriate)**

<input type="checkbox"/>	Pre-school
<input type="checkbox"/>	Elementary
<input type="checkbox"/>	Secondary

**Type of School:**

Certified True and Correct by : \_\_\_\_\_

School Head : \_\_\_\_\_  
 (Signature Over Printed Name)

Designation : \_\_\_\_\_ Date : \_\_\_\_\_

Verified by the Division Office : \_\_\_\_\_

Head of the Division : \_\_\_\_\_  
 (Signature Over Printed Name)

Designation : \_\_\_\_\_ Date : \_\_\_\_\_



Table 4. PUPIL DATA FOR PREVIOUS SCHOOL YEAR 2002-2003 (As of March 31)

Particulars	Pre-School		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment																
Number of Promotees/Graduates																
Number of Dropouts																

Table 5. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2003-2004 (As of August 31)

Instructional rooms					Non-instructional rooms			
Used as academic classrooms	Used as Science Laboratories	Used as H.E. rooms	Used as I.A./ Workshops	Used as computer rooms	Used as clinic	Used as canteen	Used as offices	Total non-instructional rooms

Table 6. EXISTING CLASSROOM FURNITURE, SY 2003-2004 (As of August 31)

Classroom furniture for pupils	Desks	Sets of chairs and tables	Armchairs

Table 7. EXISTING NUMBER OF TOILETS, SY 2003-2004 (As of August 31)

Number of toilets	Girls (toilet bowl)		Boys (toilet bowl)		Shared (girls and boys)
			(urinal)		

Certified True and Correct by :

School Head :

(Signature Over Printed Name)

Designation :

Date :

Verified by the Division Office :

Head of the Division :

(Signature Over Printed Name)

Designation :

Date :

Totals in these boxes must tally.

**A. ELEMENTARY EDUCATION**

**Table 1. PUPIL DATA, SY 2003-2004 (As of August 31)**

Particulars	Pre-School		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLMENT																
Monograde																
Multigrade																
<i>Included in this enrolment, number of:</i>																
SPED, graded																
Repeaters																
Transferees In																
Balik-Aral																
Total Number of Monograde Classes																
Total Number of Multigrade Classes																

**Table 2. ELEMENTARY AGE PROFILE, SY 2003-2004 (As of August 31)**

Age	Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	With ECD Experience		Without ECD Experience		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
5 and Below																
6																
7																
8																
9																
10																
11																
12																
13 and Above																
TOTAL																

**Table 3. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2003-2004 (As of August 31)**

Particulars	1st Shift		2nd Shift		3rd Shift		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment								
Number of Classes								

Certified True and Correct by :

School Head : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 (Signature Over Printed Name)

Verified by the Division Office :

Head of the Division : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 (Signature Over Printed Name)

**Table 4. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2002-2003 (As of March 31)**

Particulars	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment										
Number of Promotees/Graduates										
Number of Dropouts										

**Table 5. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2003-2004 (As of August 31)**

Particulars	Instructional rooms				Non-instructional rooms							
	Used as academic classrooms	Used as Science Laboratories	Used as H.E. rooms	Used as I.A./ Workshops	Used as computer rooms	Used as LA./ Workshops	Used as clinic libraries	Used as canteen	Used as offices	Other uses	Not currently used	Total non-instructional rooms

**Table 6. EXISTING CLASSROOM FURNITURE, SY 2003-2004 (As of August 31)**

Particulars	Sets of chairs and tables		Armchairs	
	Desks	Tables	Tables	Armchairs
Classroom furniture for pupils				

**Table 7. EXISTING NUMBER OF TOILETS, SY 2003-2004 (As of August 31)**

Particulars	Girls (toilet bowl)		Boys (toilet bowl)		Shared (girls and boys)
	(urinal)	(toilet bowl)	(urinal)	(toilet bowl)	
Number of toilets					

**C. PERSONNEL DATA**

**Table 1. SEX PROFILE OF PERSONNEL, SY 2003-2004 (As of August 31)**

Particulars	Pre-School		Elementary		Secondary		Total
	Male	Female	Male	Female	Male	Female	
No. of Teachers with Full-time Teaching Load							
No. of Teachers with Part-time Teaching Load							
No. of Administrative and Support Personnel							

Certified True and Correct by :

School Head :

Designation :

(Signature Over Printed Name)

Date :

Verified by the Division Office :

Head of the Division :

Designation :

(Signature Over Printed Name)

Date :

**A. SECONDARY EDUCATION**

**Table 1. STUDENT DATA, SY 2003-2004 (As of August 31)**

Particulars	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>TOTAL ENROLMENT</b>										
<i>Included in this enrolment, number of:</i>										
SPED, graded										
Repeaters										
Transferees In										
Balik-Aral										
Total Number of Classes										

**Table 2. SECONDARY AGE PROFILE, SY 2003-2004 (As of August 31)**

Age	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
10 and Below										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20 and Above										
<b>TOTAL</b>										

**Table 3. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2003-2004 (As of August 31)**

Particulars	1st Shift		2nd Shift		3rd Shift		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment								
Number of Classes								

Certified True and Correct by :  
 School Head :

Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 (Signature Over Printed Name)

Verified by the Division Office :  
 Head of the Division :

Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 (Signature Over Printed Name)

Totals in these boxes must tally.