

# 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 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:

Outputs (in print and diskettes)

Date

BEIS – Quick Counts (public elementary and secondary schools)

October 31, 2003

District and Division Statistical
Bulletins and BEIS-Performance
Indicators Report

January 31, 2004

- 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 <u>Perpetual Index</u> 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 (a)" 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 I door
- = 7m x 7m with 2 doors

## EXISTING CLASSROOM FURNITURE

- Number of Desks refers to the total number of <u>serviceable</u> 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.

Male Female Grade 6 Male Female Grade 5 Male Fernale Grade 4 Male Female Grade 3 Male Female Grade 2 Male Female Grade 1 Male Female Pre-School Table A. PUPIL DATA, SY 2003-2004 (As of August 31) Included in this enrolment, number of: Total Number of Monograde Classes Total Number of Multigrade Classes **Particulars FOTAL ENROLMENT** SPED, graded Transferees In Monograde Multigrade Balik-Aral Repeaters

TOTAL (Grades 1-6) Male Female

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

	TOTAL (Grades 1-6)	Male	+											
				<u> </u> 	_			1		-	<u> </u>		<u> </u>	-
	Grade 6	Femals	+	$\frac{1}{1}$	-			-	-		<u> </u>  -		-	_
	ق	Male										$\perp$		
<u> </u>	Grade 5	Female	1											
,	E U	Male												
	<del>1</del>	Female												
,	Grade 4	Male	1-	1	1			+	†			+	$\dagger$	
<u> </u>	າ	Female		+	+			-	$\dagger$	_	-	+	+	+
1	Grade 5	Male	1	-	1			+			-	-		╬
_	۱	Female	╄	+	1				+		_		+	-
Carolic	Z ane Z	Male Fe	-	-	+			-			_	-	-	-
	ence		-	-	+	-		_	+	-	_	+	+	╬
	ECD Experi	Female		-	+			-		-		<u> </u>	<u> </u>	-
Grade I	Without	Male	ļ		1			ļ 				ļ		
Ğ	With ECD Experience Without ECD Experience	Male Female Male												
	Wich ECD	Male										į		
	Age		5 and Below	9	7		<b>x</b>	6	10		11	12	13 and Above	TOTAL

Totals in these boxes must tally.

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

Particulars	1st	st Shift	2nd	2nd Shift	3rd Shif	3rd Shift	4th (	4th Shift	TOTAL	T V
	Male	Female	Male	Female	Male	Female	Male	Tomal		- 1
Enrolment						31	TATALL	Telliale	(V).21e	remale
		•			•					•
Number of Classes										

٠.
Certified True and Correct by

School Head

(Signature Over Printed Name)

Дате : Designation

Verified by the Division Office:

Head of the Division

Designation

(Signature Over Printed Name)

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.

TOTAL (Grades 1-6) Male | Female instructional Total non-(girls and boys) rooms Table E<sub>3</sub>. EXISTING NUMBER OF TOILETS, SY 2003-2004 (As of August 31) Locally-funded Not currently TOTAL Female (toilet bowl) Grade 6 (Signature Over Printed Name) Male Other uses Date: Non-instructional rooms (urinal) Male Female Used as offices Grade 5 Others (toilet bowl) Female Used as canteen Grade 4 Male Verified by the Division Office: Used as clinic LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL Number of toilets Male | Female Volunteer Head of the Division Grade 3 Designation Used as libraries Male Female Table E1. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2003-2004 (As of August 31) Grade 2 PTCA-funded Table D. PUPIL DATA FOR PREVIOUS SCHOOL YEAR 2002-2003 (As of March 31) instructional rooms Total Table E2. EXISTING CLASSROOM FURNITURE, SY 2003-2004 (As of August 31) Armchairs Male | Female Table F<sub>1</sub>. PERSONNEL DATA (Locally-funded), SY 2003-2004 (As of August 31) Grade 1 Not currently used Sets of chairs and Local Gov't Unit (LGU) funded Female Pre-School computer (Signature Over Printed Name) Used as rooms Male Date: Instructional rooms Used as I.A./ Workshops Desks Municipal Used as H.E. Special Educ. Fund (SEF) rooms Certified True and Correct by : Classroom furniture for pupils **Particulars** (Regular Fund) Number of Promotees/Graduates Laboratories Used as Science Number of Dropouts Provincial/City School Head Designation classrooms Used as Enrolment academic

31)
ust
5
of,
As
4
50.
Š
, 20
S
- G
Ę
ly-f
nal
afje
E
TA
EL DATA
EL
Z
SO
PER
F <sub>2</sub> .
e e
Tab
Τ

			NATIONALL	NATIONALLY-FUNDED PERSONNET	ANEI.		
Position Title	Number of positions	Number actually	Number actually working in the school				
	assigned in the school per latest PSI-POP	Male		On leave	Position(s) vacant	Personnel detailed to DepEd Office(s)	Cols+Col6+
- 1	Col. 2		Col 4 Col.5	. Ger	- F		Col7+Col8)
a. Non-teaching						0 200	C01.9
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							
TOTAL (Nationally-funded non-teaching personnel)							
b. Teaching							
Master Teacher II			 				
Master Teacher I							
Teacher III							
Teacher II							
Teacher I							
SPED Teacher							
Pre-School Teacher		- -					
TOTAL (Nationally funday tooching							
Note: In Tables F. & F., totale in column a must full with							
The course of the course of course of the second of the se	з и сошти 2.						
Table G. TEACHER ASSIGNMENTS (Nationally-funded teacher	funded teachers	rs only), SY 2003-2004 (As of August 31)	s of August 31)	***************************************	***************************************	ANAVARAMENTA CONTRACTOR CONTRACTO	***************************************
	Carries full-time class teaching load	teaching load (360	Assigned part-tia	Assigned part-time to class teaching,			Te
Position Title	eie .	٩.	part-time to	part-time to ancillary services	Assigned full-time to		
	Not assigned to ancillary services	Assigned to ancillary services as additional load	Class teaching 200 min. per day or more	Class teaching less than 200 min. per day	ancillary services	(Col.2+Col.3+Col.4+ Col.5+Col.6)	
Col ?	Col 2	Col.3	Col. 4				
Master Teacher II							hes
Master Teacher I							se l
Teacher III							box
Teacher II							es
Teacher I							mu
SPED Teacher							st
Pre-School Teacher							tall
TOTAL (Nationally-funded teaching personnel)					2		y.
							<b>}</b>
Certified True and Correct by : School Head :			Verified by the Division Office : Head of the Division	sion Office : n			
(Signature Over Printed Name)  Designation : Date :	ne)			<u> </u>	(Signature Over Printed Nume)	(Name)	1
			vestgnanon		Date :		1

# 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-scater 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	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., a different form shall be accomplished by the head of the bottom of this page, as follows:  Total enrolment  Total nationally-funded teaching personnel  From Table E <sub>2</sub> (Column "TOTAL")  From Table E <sub>1</sub> (Column "TOTAL")  Total instructional rooms  From Table E <sub>2</sub> Total classroom furniture  The head of the school shall sign the forms to the correctness of the duta, and shall be responsible and accountable for any inaccuracy or false  datainformation reported. He shall submit the accomplished forms to the respective Division Office on or before September 30, 2003.	SCHOOL INFORMATION SY 2003-2004	Region	(Official name)	(If renamed, please indicate old name.)  Fax No.	Street Barangay: E-Mail Address :	ipality Province/City	Funding (Tick one only)   2. Type (Tick as appropriate)	Male Female Desks Set of Chair Armchairs	otal Enrolment Total Nationally-Funded Teaching Personnel Total Instructional Rooms Total Classroom Furniture  (Table E., "TOTAL") (Table E.)	1'erified by the Division Office:	Head of the Division	ignature Over Printed Name)  Designation  Date:  Date:
		be accomplished by the head of all go tect After entering all data for Tab Total enrolment Total nationally-funded teaching pers Total instructional rooms Total classroom furniture school shall sign the forms certifying			(Official name)	(If renamed. please indicate old na		Municipality Prov	Type of School:	Male Female	Total Entolment (Table 4. "TOTAL")		Verification of the second of	(Signature Over Printed Name)  Date:
		This form shall be ace every annex, extension, etc. Total Total Total Total Total Total		Name of School :		Address :	<b>3</b> ±		Type .		Quick Count Data :	Certified True and Correct by :	School Head	Designation

Dartion										
T at II milars		Year 1		Year 2	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Year 3	_	Year 1	TOT	TOTAL
TOTAL ENROLMENT	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Included in this enrolment, number of:										
SPED, graded										
Repeaters										
Transferees In										
Balik-Aral										
Total Number of Classes										
Table B. SECONDARY AGE PROFILE, SY 2003-2004 (As of August	.004 (As of A	August 31)								
Age	Ye	Year 1	Ye	Year 2	, N	Year 3	^	Voor	******	,
	Male	Female	Male	Female	Male	Female	Mala	4 +	IOIAL	IOIAL (Years 1-4)
10 and Below							TATA	remale	Male	Female
11		i								
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 America 31)	BER OF C	LASSES BY	HIFT, SY 2	003-2004 (A	of Angust 3					
Particulars	1st Shift	hift	2nd Shift	hift	3rd S	3rd Shift	4th Shift	Shift	TOTAL	
Enrolment	Male	Female	Male	Female	Male	Female	Male	Female	Male	ът Female
Number of Chasses						•				
Taillion of Classes:				-						
Certified True and Correct by $:$					Torifood he st. o Dining		<b> </b>   			
School Head (Signature Over Printed Name)	Namel			Head	Head of the Division	n Office :				
Designation Date :				Designation	uation		(Sign	Signature Over Printed Name)  Date:	d Name)	

Totals in these boxes must tally.

# 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 <u>31st of August 2003</u>.

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.

instructional (girls and boys) Total non-Female TOTAL (Years 1-4) Shared Table E. EXISTING NUMBER OF TOILETS, SY 2003-2004 (As of August 31) Locally-funded TOTAL Not currently Male nsed (toilet bowl) (Signature Over Printed Name) Other uses Date: Female Non-instructional rooms (urinal) Year 4 Others Used as offices Male (toilet bowl) Used as canteen Female Verified by the Division Office: Year 3 LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL Volunteer Used as clinic Number of toilets Head of the Division Male Designation Used as Elbraries Female Table E1. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2003-2004 (As of August 31) Year 2 PTCA-funded Table D. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2002-2003 (As of March 31) Male instructional rooms Total Table E2. EXISTING CLASSROOM FURNITURE, SY 2003-2004 (As of August 31) Armchairs Table F1. PERSONNEL DATA (Locally-funded), SY 2003-2004 (As of August 31) Female Not currently pasn Sets of chairs and Local Gov't Unit Year 1 (LGU) funded tables Male (Signature Over Printed Name) computer lised as rooms Date : Instructional rooms Used as II.E. | Used as I.A./ Workshops Desks Municipal Special Educ. Fund (SEF) Certified True and Correct by : rooms **Particulars** Classroom furniture for pupils (Regular Fund) Number of Promotees/Graduates. Laboratories Science Used as Number of Dropouts School Head Provincial/City Designation classrooms Enrolment acadenic Used as

Table F2. PERSONNEL DATA (Nationally-funded), SY 2003-2004 (As of August 31)

4

					NATIO	NALLY-FUR	NATIONALLY-FUNDED PERSONNEI	ONNEL				
			SCHOOL	PLANILL	A ITEMS			Plantilla administratore	niminate Come/			
Position Title	Number of	Numbe .	ally working			-gpreng		teachers borrowed from	Towed from	I CITON	TOTAL	
	school per latest		rchool	On leave	Plantilla item(s) vacant	ofmistratory	TOTAL	other school(s)	bool(s)	Wol	working in the school	Jounel Control
Col. 1	5 3	Male	Female			Dep Ed office(z)	Colls-Colls- Cut.7)	Male	Female	Male	Female	TOTAL
a. Non-teaching		200	3	Col. 3	Col. 6	Col. 7	Si.S	Ge. 9	Col. 18	Col. 11	Col. 12	(Cel. 13-Cel.12)
Vocational School Administrator I-III	[;					 						
Principal IV												
Principal III												
Principal II		<u> </u>										
Principal I												
Head Teacher VI												
Head Teacher V												
Head Teacher IV												
Head Teacher III												
Head Teacher II								<b></b>				
Head Teacher		   							   			
Guidance Coordinator Counselor								    				
Librarian		-										
Sarior Bookleaner							-					
Dishington Out								<del> </del>	-			
Discussing Officer II						-		-			1	
101 AL (Nationally-funded non-teaching personnel)	-							- -   				
b. Teaching												
		-										
March 2 Towns 11						-			-		-	
Market Teacher II									+			
Master Leacher I												
l eacher III												
Leacher II												
Teacher 1									+			
SPED Teacher						+						
TOTAL (Nationally-funded teaching personnel)			-									
Note: In Tables F 12 & F 15. Col 2 must not exceed Col &				-			-					
Table G. TEACHER ASSIGNMENTS (Nationally-funded teachers only)	unded teach		SV 2003-2004 (Ac of America 34)	(Ac of Aum	£ 6							•
	Carries fu	ı M	ching load	Assis	ned hard dings	Accioned nort time to all the tree						To
Position Title	3	5	· (c		part-time to ancillary services	o viess teatifulg Hary services		Assioned full-time to	TOTAL			tal
	Not assigned to encillary		Assigned to ancillary services	Class tea	Class teaching 200 min. per	Tass teaching less i		ancillary services	ؽ	J+Col.4+		s i
Col. 1	Cel. 1		Col. 3			min per day			Cel.5+Cel.6)	Col.6)		n t.
Instructor I-III		 	   		:-  	(6)		Cel. 6	Ce. 7	-		hes
Master Teacher II		 										ie I
Master Teacher 1		 			<del>-  </del> -		1			ĺ		
Teacher III		<u> </u> 			- -							es .
Teacher II		-					1		,			<i>!}!!</i>
Teacher I							+					.st 1
SPED Teacher		 		1			-					tali
TOTAL (Nationally-funded teaching personnel)				-								ly. 
Correlated Towns - 1 Constitute							1				*	٦
School Hand				l crified	l'erified by the Division Office :	Office:				]		
(Signature Over Printed Name)	,	1		Head of	Head of the Division							
Designation : Date :				Devienation	aria.		(Signath	(Signature Over Printed Name	(ame )	[		
		ı		1	non			Date :				

# 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
- 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 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 <u>serviceable</u> 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.



School ID

Municipality ID

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

# PRIVATE SCHOOL PROFILE

This form shall be accomplished by the head of all private education institutions offering pre-school, elementary and/or

		SCHOOL INFORMATION SY 2003-2004	SCHOOL INFORMATION SY 2003-2004	
Name of Institution			Renion	
	office	(Official name)	Division	
Address	(If renamed, pleas	(If renamed, please indicate old name.)	Legislative District : Tel. No. :	
	# Street	Ватандаў	F-Mail Address :	
	Municipality	Province/City		
Head of Institution Designation			Government Recognition No.  Permit No.  Renewal No.	S, S,
Ty.	Type of School:	1. Sector (Tick one only)  Sectarian  Non-Sectarian	2. Level of Education Offered (Tick as appropriate)  Pre-school Elementary Secondary	riate)
Certified True and Correct by : School Head : Designation :	) : (Signature Over Printed Name) Date :	ате)	Verified by the Division Office:  Head of the Division  (Signature Over Printed Name)	

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

				TO TOTAL	(1)											
	2	1	,		l	İ				ĺ						
Particulars	rre-School	10001	Crad	e J	ğ. U.	Grade 2	Grade 3	-	Crode A	<u>ا</u> د	֓֞֓֞֓֓֓֓֓֟֟֓֓֓֓֓֓֟֟֓֓֓֓֟֟֓֓֓֓֓֓֟֟֓֓֓֓֓֓֓	ŀ	ľ	ľ		
	_	-						;	2	+	drade o	e o	Grad	99	OTAL C	Grade 6 TOTAL Grades 1 col
	Male	remale	Male	Female	Male	Female	Male	Vormo	Male					1		10.7
1000		ļ		ļ	Ī		Activate Female Male Female Male Female Remain	ale III	Viaie	remale	Male	Female	Male	Female	Male	Female
CALICALICATION OF THE PROPERTY													l	t		
										_					_	
Nimbor of Den start			-	-			1	1								
I will be a promotees/Oraquates													1			
									_							
Milliam born of The section		300000000000000000000000000000000000000									-	-			_	
I Marine of Liopouts								-			†	1				
				_	_						_			-		
				1					_					_		_

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

		Inc	Instructional rooms	S A S	come	Cas of At	<u>.</u>
			The decidental 100	STILLS			
Used as	Used as			Tlend oc		F	
academic	Science	Used as H.E.	Used as H.E.   Used as I.A./	C3CH 43	Not currently	lotal	
	-	Pooms	Worlschane	computer		instructional	
classrooms	Laboratories		sdougano.	Looms	msed		
						rooms	

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

	Docke	Sets of chairs and	
Classroom furniture for pupils	Sussa	tables	Armchairs
•			

	Total non- instructional rooms	
	Not currently in used	
rooms	uses.	
Non-instructional rooms	Used as offices	
Non-	User	
	Used as clinic	
	Used as libraries	

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

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

٠.	
á	
Correct	
and	
True	
ified	
Cen	

School Head

(Signature Over Printed Name)

Date:

Designation

Verified by the Division Office:

Head of the Division

(Signature Over Printed Name) Designation

Date:

# A. ELEMENTARY EDUCATION

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

				l												
Particulars	Pre-	Pre-School	Grade	de 1	Grade 2	de 2	Gra	Grade 3	Grade 4	e 4	Grade 5	les	Grad	Grade 6	TOTAL (Grades 1-6)	rades 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													<del> </del>	Ť		
Transferees In								-								
Balik-Aral																
			1													
Total Number of Monograde Classes																
Total Number of Multigrade Classes																
																_

	_		_	_				<u>- K</u>					*	
		3rades 1-6)	Female		,									
		Grade 6 TOTAL (Grades 1-6)	Male											_
		ge 6	Female											
		Gra	Male							1				-
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	de 5	Female											
		Grade 5	Male											
	,	4 e	Female											
	,	Grade 4	Male					-					<del> </del>	
	<b> </b>	<u>د ۶</u>	Female											
	,   	Grade 3	Male		-									
		7 ə	Female											
	Grade 2		Male			<del> </del>								
ust 31)	t 1	Sxperience	Female									-		
s of Aug		Vithout ECD	_						-		-			
-2004 (A	Grade 1	perience ! V	Female Male			ļ <u>.</u>				<b> </b> -	<b></b>			
SY 2003		With ECD Experience Without ECD Experience	Male   F	_	-									
Table 2. ELEMENTARY AGE PROFILE, SY 2003-2004 (As of August 3		Age		5 and Below	9	7	8	6	10	11	12	13 and Above	TOTAL	

Totals in these boxes must tally.

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

Particulare	lst	st Shift	2nd	2nd Shift	3rd	3rd Shift	TOT	TOTAL
O FIGURE 140 T	Male	Female	Male	Female	Male	Female	Male	Fernale
Enrolment								
Number of Classes		-						

	Male	Female	Male	Female	Male	Female	Male	Female
nent							<b>!</b>	
er of Classes		-						
Certified Irue and Correct by :				Verified by the Division Office :	on Office :			
School Head :				Head of the Division				
Sig	(Signature Over Printed Name)	me)				(Signature Over Printed Name)	Printed Name)	
Designation :	Date : .			Designation			Date :	

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

		,	,							
Particulars	Ye	Vear 1	Yea	Year 2	Yes	Year 3	Ves	Vear 4	TOTAL	TOTAL Avenue
CINTAL I									DARLOL	cars I-4)
	Male	Female	Male	Female	Male	Female	Male	Formula	Mole	1
							TATAL	i Ciliano	Male	remane
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	<del></del>	
	Total instructional rooms	
	Not currently used	
suic	Used as computer rooms	
Instructional rooms	Used as H.E. Used as LA./ rooms Workshops	
Ins	Used as H.E. rooms	
	Used as Used as academic Science classrooms Laboratories	
	Used as academic classrooms	

		Non-i	Non-instructional rooms	rooms		
Used as libraries	Used as clinic	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)

			,
Classroom furniture for pupils	Desks	Sets of chairs and tables	Armchairs
•			

31)
#
Ē
Ë
¥
9
4 (A
4
3-200
<u>.</u>
202
$\rightarrow$
S
ETS, SY 2003-2
H
ER OF TOILETS, S
Ĕ
Ä
~
NUMBER
AB.
5
Z
5
STIN
S
X
Ξ.
e 7.
ğ
Ë

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

# C. PERSONNEL DATA

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

Particulars		Pre-School			Elementary			Secondary	
	Male	Female	Total	Male	Female	Total	Mula	Formula	7.0401
No of Teachers with Evil time Teacher 1							NT TATE	T.cmalc	1012
INC. OF TEACHERS WILL FULL-LIME LEACHING LOAD									
1 C C C C C C C C C C C C C C C C C C C									
ino. of Teachers with Part-time Teaching Load									
INO. Of Administrative and Support Personnel									
	1								_

		(Signature Over Printed Name)	Date :
Verified by the Division Office:	Head of the Division		Designation
Correct by :		(Signature Over Printed Name)	Date:
Certified True and Correct by :	School Head		Designation

. SECONDARY EDUCATION Table 1. STUDENT DATA SV 2003-2004 (As of Assert 23)		
当道	A. SECONDARY EDUCATION  Table 1. STITEME DATA SV 2003 2004 (42.55.11.	

		٩	<b>F</b>	POROUGO	~~~	<del>-</del>	**********	 	***************************************	7	ota	ls	in t	hes	e l	hox	es i	nus	t ta	lly.	*************	***********		*****	
ars 1-4)	Domaile	T								( ) L	12.1-4)	Female													
TOTAL (Years 1-4)	Male	Arnari								TOTAL (Vont. 1.4)	TUTO	Male													
Year 4	Female									11.4	Lorenza	I CIIIATE										-			
Ye	Male									Vear	Male														
Year 3	Female									Year 3	Female														
Ye	Male									Yea	Male														
ır 2	Female									ır 2	Female														
Year	Male								t 31)	Year 2	Male					-									
Year 1	Fетаle								(As of Augus	ır 1	Female														
Ye	Male								Y 2003-2004	Year 1	Male									-		 			
Particulars		TOTAL ENROLMENT	Included in this enrolment, number of:	SPED, graded	Repeaters	Transferees In	Balik-Aral	Total Number of Classes	Table 2. SECONDARY AGE PROFILE, SY 2003-2004 (As of August 31)	Age	28.	10 and Below		12	1.2	13	14	15	. 16	17	18	19	20 and Above	TOTAL	TOTOL

Y ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2003-2004 (As of August 31)	ars 1st Shift 3rd Shift 3rd Shift	Male Female Male Eurola Male
Table 3. CURRENT SY ENROLMENT AND NUN	Particulars	W

Particulars	181	131 3000	pu7	Znd Shift	3rd	3rd Shift	TOT	TOTAL
	Male	Pomocle	134					775
	Trace	remale	Male	Female	Male	Female	Male	Female
Surolment	,							
[l]								
Number of Classes								
						•		
Certified True and Cornect by				:	:			
				verified by the I	verified by the Division Office:			
School Head				Hend of the Division	· wins			
Nierah	Cionatan One Printed M			The same of the same of				

Designation

(Signature Over Printed Name)

Date:

Designation

(Signature Over Printed Name)

Date: