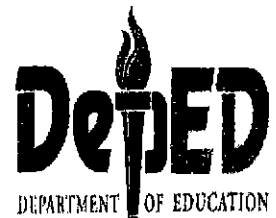




168-2

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



Trunkline : 632-1361
Fax: 633-7231
DETxt: 0919-4560027
Website: <http://www.deped.gov.ph>

DepED ORDER
No. 47, s. 2004

JUL 30 2004

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

To: Regional Directors
Regional Secretary – DepED ARMM
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. The annual statistical activities of this 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 (copy enclosed) covering SY 2004-2005 consist of the following:
 - a. Government Elementary School Profile
 - b. Government Secondary School Profile
 - c. Unified School Profile (for private elementary and secondary schools)
3. The heads of the regional and divisional planning units shall jointly undertake the distribution, collection and processing of the accomplished forms.
4. The cut-off date for the Government Elementary School Profile and Private School Profile remains as is, **August 31**. However, for the Government Secondary School Profile, the cut-off date is as of **September 15** to capture the actual enrolment of the Bridge Program.
5. 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 **September 30, 2004**.
6. 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)	End of October 2004
District and Division Statistical Bulletins and BEIS-Performance Indicators Report	End of January 2005

7. 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 the Planning Service (OPS), DepED Central Office, Meralco Avenue, Pasig City, in hard copies and in diskettes, on or before the end of February 2005. The RSD, OPS shall then consolidate the regional outputs to produce the Department's statistical bulletin on or before the end of March 2005.
8. 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.
9. 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 levels. Those who shall be found to be deliberately reporting false or inaccurate data shall be dealt with accordingly.
10. Full attention and strict compliance with this Order is earnestly requested of all concerned to ensure the successful implementation of this annual statistical activity.
11. This Order supersedes previous DepED Orders regarding annual collection and processing of basic education data.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encls.: As stated
Reference: DepED Order: No. 48, s. 2003
Allotment: 1—(D.O. 1-57)
To be indicated in the Perpetual Index
under the following subjects:

DATA (Statistics)
FORMS

Madel:c:regular annual
7-29-04



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

District ID					School ID				

GOVERNMENT ELEMENTARY SCHOOL PROFILE

This form shall be accomplished by the head of all government elementary 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_{2b} (Column 2, "TOTAL Nationally-funded teaching personnel")
 From Table E₁ (Column "TOTAL")
 From Table E₂

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, 2004.

SCHOOL INFORMATION
 SY 2004-2005

Name of School : _____ ; Region : _____
 _____ ; Division : _____
 _____ ; School District : _____
 _____ ; Legislative District : _____
 _____ ; Tel. No. : _____
 _____ ; Fax No. : _____
 _____ ; E-Mail Address : _____

Address : _____
 _____ (Official name)
 _____ (If renamed, please indicate old name.)
 _____ ; # _____ ; Street _____ ; Barangay _____
 _____ ; Municipality _____ ; Province/City _____

Quick Count Data :

Male	Female	Desks	Set of chairs and tables	Armchairs
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Enrollment (Table A, "TOTAL")		Total Classroom Furniture (Table E ₁)		

Total Nationally-Funded Teaching Personnel (Table F_{2b}, Column 2)
 (excluding SPED & Preschool Teacher(s))

Total Instructional Rooms (Table E₁, "TOTAL")

Certified True and Correct by : _____
 School Head : _____ (Signature Over Printed Name)
 Designation : _____ Date : _____

Checked by District Office : _____
 Head of the Office : _____ (Signature Over Printed Name)
 Designation : _____ Date : _____

Verified by the Division Office : _____
 Head of the Office : _____ (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. Shaded boxes shall not be filled.

PUPIL DATA (Tables A & D) - The data being requested cover both the current and previous school years and shall be distributed by grade level and by sex.

Total Enrollment - includes all pupils enrolled in the school, including repeaters. In the case of multigrade pupils, the enrollment figures shall be distributed across the appropriate grades.

Pre-school Enrollment - refers to enrollment before Grade 1. Enrollment 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 Enrollment - refers to pupils being taught in classes consisting of a single grade only.

Multigrade Enrollment - 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 counted 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 enrollment 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, this refers to pupils who completed the elementary level or the graduates of the level.

AGE PROFILE (Table B)

The total enrollment of the school as of 31 August shall be distributed across grade levels, by single age and by sex. 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 ENROLLMENT AND NUMBER OF CLASSES BY SHIFT (Table C)

Enrollment shall tally with the data on enrollment and number of classes by **Current SY Enrollment and Number of Classes** - Enrollment shall tally with the data on enrollment and number of classes by grade level (Table A). **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 enrollment totals in these tables tally with one another.

PHYSICAL FACILITIES DATA (Tables E₁, E₂ & E₃)

EXISTING NUMBER OF CLASSROOMS (Makeshift and condemned/condemnable instructional 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.

Instructional rooms refer to rooms with the following dimensions:

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

Instructional rooms used solely for pre-school classes and SPED classes shall not be included.

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 2004-2005 (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 2004-2005 (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
	Male	Female	Male	Female	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 2004-2005 (As of August 31)

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

Certified True and Correct by :

School Head :

Designation :

Checked by District Office :

Head of the Office :

Designation :

Verified by the Division Office :

Head of the Office :

Designation :

(Signature Over Printed Name)

Date :

Table D. PUPIL DATA FOR PREVIOUS SCHOOL YEAR 2003-2004 (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 E1. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2004-2005 (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	Used as libraries	Used as clinic	Used as canteen	Used as offices	Other uses	Not currently used	Total non-instructional rooms

Table E2. EXISTING CLASSROOM FURNITURE, SY 2004-2005 (As of August 31)

Classroom furniture for pupils	Desks	Sets of chairs and tables	Armchairs

Table E3. EXISTING NUMBER OF TOILETS, SY 2004-2005 (As of August 31)

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

Table F1. PERSONNEL DATA (Locally-funded), SY 2004-2005 (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
Provincial/City	Municipal			

Certified True and Correct by :

School Head

(Signature Over Printed Name)

Date :

Designation

Checked by District Office :

Head of the Office

(Signature Over Printed Name)

Date :

Designation

Verified by the Division Office :

Head of the Office

(Signature Over Printed Name)

Date :



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

Municipality ID

School 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
 From Table A (Column "TOTAL [Bridge + Years (1-4)]")

Bridge enrolment
 From Table A (Column "Bridge")

Total nationally-funded teaching personnel
 From Table F_{2b} (Column 2, "TOTAL Nationally-funded teaching personnel")

Total instructional rooms
 From Table E₁ (Column "TOTAL")

Total classroom furniture
 From Table E₂

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, 2004.

SCHOOL INFORMATION
 SY 2004-2005

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)

National Local

2. Type (Tick as appropriate)

Science High School

Integrated School

SPED School

Type of School:

Male Female

Quick Count Data : Total Enrollment : _____

(Table A, "TOTAL [Bridge + Yrs (1-4)]")

Bridge Enrollment (Table A) : _____

Total Nationally-Funded Teaching Personnel : _____

(Table F_{2b}, Column 2)

(excluding SPED Teacher/s)

Total Instructional Rooms : _____

(Table E₁, "TOTAL")

Total Classroom Furniture : _____

(Table E₂)

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 : _____

Totals in these boxes must tally.

Table A. STUDENT DATA, SY 2004-2005 (As of September 15)

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

Table B. SECONDARY AGE PROFILE, SY 2004-2005 (As of September 15)

Age	Bridge		Year 1 (Regular)		Year 2		Year 3		Year 4		TOTAL [Bridge + (Years 1-4)]	
	Male	Female	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 2004-2005 (As of September 15)

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 :

Table D. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2003-2004 (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 E1. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2004-2005 (As of September 15)

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

Table E2. EXISTING CLASSROOM FURNITURE, SY 2004-2005 (As of September 15)

Classroom furniture for pupils	Desks	Sets of chairs and tables	Armchairs

Table E3. EXISTING NUMBER OF TOILETS, SY 2004-2005 (As of September 15)

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

Table F1. PERSONNEL DATA (Locally-funded), SY 2004-2005 (As of September 15)

LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL						
Provincial/City	Special Educ. Fund (SEF) (Regular Fund)	Municipal	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 :



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

PRIVATE SCHOOL PROFILE

Municipality ID

School ID

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, 2004.

SCHOOL INFORMATION
SY 2004-2005

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.

Type of School:

1. Sector (Tick one only)
 Sectarian
 Non-Sectarian

2. Level of Education Offered (Tick as appropriate)
 Pre-school
 Elementary
 Secondary

Certified True and Correct by : _____
 School Head : _____
 Designation : _____
 Date : _____

Verified by the Division Office : _____
 Head of the Division : _____
 Designation : _____
 Date : _____

(Signature Over Printed Name)

A. ELEMENTARY EDUCATION

Table 1. PUPIL DATA, SY 2004-2005 (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																

Totals in these boxes must tally.

Table 2. ELEMENTARY AGE PROFILE, SY 2004-2005 (As of August 31)

Age	With ECD Experience		Without ECD Experience		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
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 2004-2005 (As of August 31)

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

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 4. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2003-2004 (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 2004-2005 (As of August 31)

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

Table 6. EXISTING CLASSROOM FURNITURE, SY 2004-2005 (As of August 31)

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

Table 7. EXISTING NUMBER OF TOILETS, SY 2004-2005 (As of August 31)

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

C. PERSONNEL DATA

Table 1. SEX PROFILE OF PERSONNEL, SY 2004-2005 (As of August 31)

Particulars	Pre-School		Elementary		Secondary	
	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 : _____
 (Signature Over Printed Name)
 Designation : _____ Date : _____

Verified by the Division Office :

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