



Tanggapan ng Kalihim
Office of the Secretary

JUL 27 2007

DepED ORDER
No. 51 s. 2007

REGULAR ANNUAL COLLECTION AND PROCESSING OF FORMAL BASIC
EDUCATION DATA FOR SY 2007-2008

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 covering SY 2007-2008 consist of the following:
 - a. Government Elementary School Profile;
 - b. Government Secondary School Profile; and
 - c. Private School Profile (for private elementary and secondary schools).

The following revisions have been made in the school profiles:

- a. Table D – Pupil Data for Previous School Year will include Number of Completers for Pre-school by sex under the row on number of Promotees/Graduates;
 - b. Table E.1 Existing Number of Rooms in the School (for public school profiles) and Table 5 (for private school profiles) will cover the different dimensions of instructional rooms (Refer to Instructions on Physical Facilities Data)
3. The heads of the regional and division planning units shall jointly undertake the distribution, collection and processing of the accomplished forms. Funds for the printing and reproduction of the forms shall be transferred directly to the division offices to expedite the data collection activity.
4. The cut-off date for the Government Elementary and Secondary school Profile and Private School Profile remains as is, August 31. Enclosed are the forms.
5. The 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, 2007. The division planning units should be responsible for the complete and prompt retrieval of accomplished private schools profiles for onward submission to the office of Planning Service.

6. 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 shall undertake a rigorous system of spot checking and validation at the central and field levels. Administrative sanctions such as withholding the allocation of resources e.g., teacher items, classrooms shall be imposed on those officials who deliberately report false or inaccurate data.

7. The school heads are responsible in providing justification for variances between last year and the current year's data which involved sudden increase or decrease of enrolment; resources such as teachers, instructional rooms and school furniture and the like.

8. The division offices shall electronically process the public elementary and secondary schools profiles to produce the following outputs and shall submit the same on the following dates to their respective regional offices:

<u>Outputs (electronic copy)</u>	<u>Revised Dates</u>
BEIS Quick Counts (Module 1)	October 15, 2007
BEIS Schools Statistics (Module 2)	January 15, 2007

9. The regional offices shall consolidate the division offices outputs for onward submission to the Research and Statistics Division (RSD), Office of Planning Service (OPS) on the following dates:

<u>Outputs (electronic copy)</u>	<u>Revised Dates</u>
BEIS Quick Counts (Module 1)	November 15, 2007
BEIS Schools Statistics (Module 2)	February 15, 2007

10. The RSD-OPS shall then consolidate and produce the various levels of disaggregation for dissemination:

<u>Outputs (electronic copy)</u>	<u>Revised Dates</u>
BEIS Quick Counts (Module 1)	End of December 2007
BEIS Schools Statistics (Module 2)	End of March 2008

11. The division and regional offices are encouraged to use electronic mail in the submission of their outputs.

12. It is important that adherence to the above-listed schedules should be strictly followed so that the data in Modules 1 and 2 be used in the computation of resource requirements needed in the preparation of the FY 2009 DepED budget.

13. Upon the completion of the Module 2, the processing of the BEIS Performance Indicators (Module 3) in various levels of disaggregation commences. The field offices will then be provided with the final electronic copy of the said module by end of April 2008.

14. To facilitate the accomplishment of the school profiles, the data gathering forms stated in Par. 2 shall be downloaded through the DepED website. The forms shall also be sent through electronic mail to Regional Planning Units.

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

16. This Order supersedes previous DepED Order regarding annual collection and processing of basic education data.

R. C. Bacani
RAMON C. BACANI
Undersecretary

Reference: DepED Order: No. 33, s. 2006

Allotment: 1—(D.O. 50-97)

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

FORMS
SCHOOLS
STATISTICS, Data

Reformatted by: Sally BEIS
July 25, 2007



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 F₂ (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, 2007.

SCHOOL INFORMATION
 SY 2007-2008

Name of School : _____ (Official name)

Address : _____

 _____ (If renamed, please indicate old name.)

_____ Street _____ Barangay _____

Municipality _____ Province/City _____

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

Quick Count Data :

Male	Female
<input type="text"/>	<input type="text"/>

Total Enrollment (Table A, "TOTAL")

Total Nationally-Funded Teaching Personnel (Table F₂, Column 2) (excluding SPED & Preschool Teacher/s)

Total Instructional Rooms (Table E₁, "TOTAL")

Desks	Sets of tables and chairs	Armchairs
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Classroom Furniture (Table E₂)

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

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 : _____



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



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 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.
- **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.
- **Madrrasah** - is an Arabic term for school. Operationally, Madrasah Education is now a component of National System of basic education by virtue of DepED Order No. 51, s.2004, authorizing the inclusion of Arabic language and Islamic values in the public school.
- **Indigenous People** - a group of people or homogenous societies identified by self-ascription and ascription by others who have continuously lived as an organized community on communally bounded and defined territory sharing common bonds of language, customs, traditions and other distinctive cultural traits. (Source: RA 8371 Indigenous Peoples Act of 1997)
- **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 enrolment as of the same date.**
- **Number of Completers/Promotees/Graduates** - Data on **completers** refer to pre-school pupils who have completed the requirements for this level. In grades 1 to 5, **promotees** refer to pupils who successfully completed the grade level. In grade 6, this refer to pupils who completed the elementary level or the **graduates** of the level.

AGE PROFILE (Table B)

- The total enrolment 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 ENROLMENT AND NUMBER OF CLASSES BY SHIFT (Table C)

- **Current SY Enrolment and Number of Classes** - Enrolment shall tally with the data on enrolment 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 enrolment totals in these tables tally with one another.

Table A. PUPIL DATA, SY 2007-2008 (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 ENROLLMENT																
Monograde																
Multi-grade																
<i>Included in this enrollment, number of:</i>																
SPED, graded																
Repeaters																
Transferees In																
Balik-Aral																
Madrrasah Education																
Indigenous People																
Total Number of Monograde Classes																
Total Number of Multi-grade Classes																
<i>Included in these classes, for Madrasah Education:</i>																
Monograde Classes																
Multi-grade Classes																

Table B. ELEMENTARY AGE PROFILE, SY 2007-2008 (As of August 31)

Age	Pre-school		Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	Male	Female	With ECT Experience	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
4 and below																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13 and Above																		
TOTAL																		

Table C. CURRENT SY ENROLLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2007-2008 (As of August 31)

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

Totals in these boxes must tally.

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 : _____
 Designation : _____

INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT ELEMENTARY SCHOOL PROFILE

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

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, regardless of funding source*, 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 regardless of the number of doors (either 1 door or 2 doors):

- 7m x 9m
- 6m x 8m (Bagong Lipunan type)
- 7m x 8m
- 7.5m x 6m
- 7m x 7m
- 7m x 18m (multi-purpose workshop science lab., computer lab.)
- 7m x 6m

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.

PERSONNEL DATA AND TEACHER ASSIGNMENTS (Tables F & G) - The data to be entered shall be as of 31st of August 2007.

- **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.
 - Madrasah* – Teachers in Madrasah Education as defined in DepED Order No. 51, s.2004.
 - 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 2007.
- **On leave** personnel refers to those who are on sick, vacation, study and/or maternity leave as of 31st of August 2007.
- **Position(s) vacant** refers to the plantilla positions that are unfilled as of 31st August 2007.
- **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 2006-2007 (As of March 31)

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

Table E1. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2007-2008 (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	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 2007-2008 (As of August 31)

Classroom furniture for pupils	Desks	Sets of chairs and tables	Armchairs

Table E3. EXISTING NUMBER OF TOILETS, SY 2007-2008 (As of August 31)

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

Table F1. PERSONNEL DATA (Locally-funded), SY 2007-2008 (As of August 31)

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

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 : _____

Table F2. PERSONNEL DATA (Nationally-funded), SY 2007-2008 (As of August 31)

NATIONALLY-FUNDED PERSONNEL

Position Title	Number of positions assigned in the school per latest FSL-POP Col. 1	Number actually working in the school				On leave Col. 6	Position(s) vacant Col. 7	Personnel detailed to DepEd Office(s) Col. 8	TOTAL (Col. 5-Col. 6- Col. 7-Col. 8) Col. 9
		Male Col. 2	Female Col. 3	TOTAL Col. 4					
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									
Sub-Total (Quick Count Data)									
SPED Teacher Items									
Pre-School Teacher Items									
TOTAL (Nationally-funded teaching personnel)									

Note: In Tables F_{2a} & F_{2b}, totals in column 9 must tally with entries in column 2.

Table G. TEACHER ASSIGNMENTS (Nationally-funded teachers only), SY 2007-2008 (As of August 31)

Position Title Col. 1	Carries full-time class teaching load (360 min. or more) Col. 2		Assigned part-time to class teaching, part-time to ancillary services Col. 3		Assigned full-time to ancillary services Col. 4		TOTAL (Col.2+Col.3+Col.4+ Col.5+Col.6) Col. 7
	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	Assigned full-time to ancillary services		
Master Teacher II							
Master Teacher I							
Teacher III							
Teacher II							
Teacher I							
SPED Teacher Items							
Pre-School Teacher Items							
TOTAL (Nationally-funded teaching personnel)							

Totals in these boxes must tally.

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



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



**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 (Tables A & D) - The data to be entered cover both the current and previous school years and shall be distributed by year level and by sex.

- **Total Enrolment** - includes all students enrolled in the school, including repeaters.
- **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.
- **Madrasah** - is an Arabic term for school. Operationally, Madrasah Education is now a component of National System of basic education by virtue of DepED Order No. 51, s.2004, authorizing the inclusion of Arabic language and Islamic values in the public school.
- **Indigenous People** - a group of people or homogenous societies identified by self-asciption and ascription by others who have continuously lived as an organized community on communally bounded and defined territory sharing common bonds of language, customs, traditions and other distinctive cultural traits. (Source: RA 8371 Indigenous Peoples Act of 1997)
- **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 years 1 to 3, **promotees** refer to students who successfully completed the year level. In year 4, refers to students who completed the secondary level or the **graduates** of the level.

AGE PROFILE (Table B)

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

CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT (Table C)

- **Current SY Enrolment and Number of Classes** - Enrolment shall tally with the data on enrolment and number of classes by year 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 enrolment totals in these tables tally with one another.



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
 - Total nationally-funded teaching personnel
 - Total instructional rooms
 - Total classroom furniture
- From Table A (Column "TOTAL")
 From Table F₃ (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, 2007.

SCHOOL INFORMATION
 SY 2007-2008

Name of School : _____ (Official name)

 _____ (If renamed, please indicate old name.)

Address : _____ # _____ Street _____ Barangay _____
 _____ Municipality _____ Province/City _____

Region : _____
 Division : _____
 Legislative District : _____
 Tel. No. : _____
 Fax No. : _____
 E-Mail Address : _____

Type of School:

1. Funding (Tick one only) National Local

2. Type (Tick as appropriate) Science High School Integrated School SPED School

Quick Count Data:

Male	Female	Total Enrollment (Table A, "TOTAL")	Total Nationally-Funded Teaching Personnel (Table F ₃ , Column 2) (excluding SPED Teacher/s)	Total Instructional Rooms (Table E ₁ , "TOTAL")	Total Classroom Furniture (Table E ₂)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 SECONDARY SCHOOL PROFILE

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

PHYSICAL FACILITIES DATA (Tables E₁, E₂ & E₃)

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, regardless of funding source*, 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 regardless of the number of doors (either 1 door or 2 doors):

- 7m x 9m
- 6m x 8m (Bagong Lipunan type)
- 7m x 8m
- 7.5m x 6m
- 7m x 7m
- 7m x 18m (multi-purpose workshop science lab., computer lab.)
- 7m x 6m

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 AND TEACHER ASSIGNMENTS (Tables F & G) - The data to be entered shall be as of 31th of August 2007.

- **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.
 - Madrasah** – Teachers in Madrasah Education as defined in DepED Order No. 51, s.2004.
 - 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 31th of August 2007.
- **On leave personnel** refers to those who are on sick, vacation, study and/or maternity leave as of 31th of August 2007.
- **Plantilla item(s) vacant** refers to the plantilla positions that are unfilled as of 31th of August 2007.
- **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 A. STUDENT DATA, SY 2007-2008 (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 ENROLLMENT										
<i>Included in this enrollment, number of:</i>										
SPEED, graded										
Repeaters										
Transferees In										
Balk-Aral										
Madrarah Education										
Indigenous People										
Total Number of Classes										
<i>Included in these classes, for Madrarah Education:</i>										
Number of Classes										

Table B. SECONDARY AGE PROFILE, SY 2007-2008 (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 ENROLLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2007-2008 (As of August 31)

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

Totals in these boxes must tally.

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 2006-2007 (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	
Enrolment									
Number of Promotees/Graduates									
Number of Dropouts									

Table E1. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2007-2008 (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 2007-2008 (As of August 31)

Classroom furniture for students	Desks	Sets of chairs and tables		Armchairs

Table E3. EXISTING NUMBER OF TOILETS, SY 2007-2008 (As of August 31)

Number of toilets	GIRLS (toilet bowl)		BOYS (urinal)		Shared (girls and boys)

Table F1. PERSONNEL DATA (Locally-funded), SY 2007-2008 (As of August 31)

LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL								
Special Educ. Fund (SEF) (Regular Fund)	Municipal	Local Gov't Unit (LGTU) funded		PTCA-funded	Volunteer	Madrrasah Education Teacher	Others	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 :

NATIONALLY-FUNDED PERSONNEL
SCHOOL PLANTILLA ITEMS

Position Title Col. 1	Number of plantilla items in school per item per FPIP Col. 2	Number actually working in the school Col. 3		On leave Col. 5	Plantilla item(s) vacant Col. 6	Plantilla administrators/other borrowed from other school(s) Col. 7	TOTAL (Col. 2+Col. 3+Col. 4+Col. 5+Col. 6+Col. 7) Col. 8	Plantilla administrators/other school(s) Col. 9		Nationally-funded personnel working in the school Col. 11		TOTAL (Col. 8+Col. 9+Col. 10+Col. 11+Col. 12) Col. 13
		Male Col. 3	Female Col. 4					Male Col. 9	Female Col. 10	Male Col. 11	Female Col. 12	
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												
TOTAL (Nationally-funded non-teaching personnel)												

b. Teaching

Instructor I-III												
Master Teacher II												
Master Teacher I												
Teacher III												
Teacher II												
Teacher I												
Sub-Total (Quick Count Data)												
SPED Teacher Item												
TOTAL (Nationally-funded teaching personnel)												

Note: In Tables F_{2a} & F_{2b}, Col. 2 must not exceed Col. 8

Table G. TEACHER ASSIGNMENTS (Nationally-funded teachers only), SY 2007-2008 (As of August 31)

Position Title Col. 1	Carries full-time class teaching load (360 min. or more) Col. 2			Assigned part-time to ancillary services part-time to class teaching Col. 4			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	Class teaching 200 min. per day or more Col. 4	Class teaching less than 200 min. per day Col. 5	Assigned full-time to ancillary services Col. 6			
Instructor I-III								
Master Teacher II								
Master Teacher I								
Teacher III								
Teacher II								
Teacher I								
SPED Teacher Item								
TOTAL (Nationally-funded teaching personnel)								

Totals in these boxes must tally.

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)

Municipality ID

School ID



Republic of the Philippines
DEPARTMENT OF EDUCATION
 OFFICE OF PLANNING SERVICE
 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 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 any inaccuracy or false data/information reported. He/she shall submit the accomplished forms to the respective Division Office on or before September 30, 2007.

SCHOOL INFORMATION

SY 2007-2008

Name of Institution : _____
 (Official name)

(Official name)

(If renamed, please indicate old name.)

Address : _____
 # _____ 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)

Sectarian
 Non-Sectarian

2. Level of Education Offered (Tick as appropriate)

Pre-school
 Elementary
 Secondary

34

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 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 (Table 1 & 4) - The data being requested cover both the current and previous school years and shall be distributed by grade/year level and by sex.

- **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.
- **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.
- **Madrasah** - refers to Madrasah which obtained a permit to operate from DepED Regional Offices upon recommendation from Schools Division Superintendent. The permit to operate is proof of DepED recognition of Private Madrasah.
- **Indigenous People** - a group of people or homogenous societies identified by self-ascriptio and ascription by others who have continuously lived as an organized community on communally bounded and defined territory sharing common bonds of language, customs, traditions and other distinctive cultural traits. (Source: RA 8371 Indigenous Peoples Act of 1997)
- **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 level shall be counted 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 Completers/Promotees/Graduates** - Data on **completers** refer to pre-school pupils who have completed the requirements for this level. In grades 1 to 5/years 1 to 3, **promotees** refer to pupils/students who successfully completed the grade/year level. In grade 6/year 4, **graduates** refer to pupils/students who completed the elementary/secondary level.

AGE PROFILE (Table 2)

- The total enrolment of the school as of 31 August shall be distributed across grade/year levels, by single age and by sex. 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 (Table 3)

- **Current SY Enrolment and Number of Classes** - Enrolment shall tally with the data on enrolment and number of classes by grade/year level (Table 1).
- **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 (Tables 5, 6 & 7)

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.

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

A. ELEMENTARY EDUCATION

Table 1. PUPIL DATA, SY 2007-2008 (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 ENROLLMENT																
Monograde																
Multigrade																
<i>Included in this enrollment number of:</i>																
SPED, graded																
Repeaters																
Transferees In																
Balik-Aral																
Madrrasah Education																
Indigenous People																

Total Number of Monograde Classes	
Total Number of Multigrade Classes	
<i>Included in these classes for Madrasah Education:</i>	
Monograde Classes	
Multigrade Classes	

Table 2. ELEMENTARY AGE PROFILE, SY 2007-2008 (As of August 31)

Age	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
4 and below																
5																
6																
7																
8																
9																
10																
11																
12																
13 and Above																
TOTAL																

Table 3. CURRENT SY ENROLLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2007-2008 (As of August 31)

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

Totals in these boxes must tally.

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School Head :

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Table 4. PUPIL DATA FOR PREVIOUS SCHOOL YEAR 2006-2007 (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 Completers/Promotees/Graduates																
Number of Dropouts																

Table 5. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2007-2008 (As of August 31)

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

Table 6. EXISTING CLASSROOM FURNITURE, SY 2007-2008 (As of August 31)

Classroom furniture for pupils	Desks		Sets of chairs and tables		Armchairs	

Table 7. EXISTING NUMBER OF TOILETS, SY 2007-2008 (As of August 31)

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

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 : _____