



JUL 31 2009

DepED ORDER
No. **83**, s. 2009

ANNUAL COLLECTION AND PROCESSING OF FORMAL BASIC EDUCATION
DATA, SY 2009-2010

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Regional Secretary-DepED ARMM
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. The annual statistical activities of the Department for SY 2009-2010 start with the distribution and collection of the data gathering forms designed for electronic processing under the Basic Education Information System (BEIS). These BEIS forms which will be posted in the DepED website (www.deped.gov.ph) for easy downloading by schools, divisions and regions, consist of the following:

- a. government elementary school profile;
- b. government secondary school profile;
- c. private school profile (for private elementary and secondary schools); and
- d. SUCs laboratory school profile.

2. The cut-off date for the Government Elementary and Secondary School Profile, Private School Profile and SUCs laboratory school profile shall be July 31, 2009. To enhance the effectiveness of BEIS SY 2009-2010, the following timelines shall be strictly observed:

ACTIVITY	TARGET DATES
Orientation of Division Planning Officers by Regional Planning Officers	August 2-8, 2009
Orientation of School Heads by Division Planning Officers	August 9-22, 2009
Release by RSD-DBMU of Template of BEIS Quick Counts Module (QCM) and Enrolment by School Type/Grade/Year Level to Regional Offices	August 15, 2009
Collection of data from schools	August 12-September 12, 2009

Encoding of Quick Counts Module data by Division Planning Units (DPUs)	September 1-October 3, 2009
Validation of School Data	October 4-24, 2009
Submission of QCM to DBMU	October 31, 2009
Dissemination of QCM	November 2009
Revision and Release of Program for Revised School Statistics Module (SSM) to Region	July-November 2009
Encoding of SSM Data by DPUs	December 1-30, 2009
Submission of SSM to DBMU	EO February 2010
Generation of Performance Indicators	EO March 2010
Submission to OSEC of the State of Basic Education Report, by Region	EO April 2010

Since time is of the essence in meeting the BEIS schedules, this is to reiterate that all personnel involved in BEIS at the schools, district, regional and central levels are herein allowed to render overtime services during weekdays, weekends and holidays as provided in DepED Order No. 58, s. 2008 and DepED Order No. 10, s. 2009.

3. Revisions have been made on the table on existing number of toilets as well as inclusion of additional tables for other instructional rooms, availability of water and electrical supply. These revisions should be implemented properly by all concerned officials.

4. The division and regional offices are encouraged to use electronic mail in the submission of their outputs to the Office of Planning Service, DepED Central Office at the following addresses:

- beisteam@gmail.com
- opsrsd@yahoo.com
- cc: _mttalinio@deped.gov.ph

Inquiries or requests for clarification concerning the BEIS SY 2009-1020 data collection activities may also be directed to these above-listed addresses.

5. Regional Directors and Schools Division Superintendents through the Regional and Divisional Planning Units shall jointly undertake the distribution, collection, processing and validation of the completed forms. To facilitate the process, funds for the conduct of orientation for Division Planning Officers shall be transferred to the Regional Offices, while funds for printing and reproduction of the forms shall be transferred directly to the Division Offices.

6. Heads of public and private elementary and secondary schools offering pre-elementary, elementary and/or secondary education shall be held accountable for the prompt, complete and accurate filling in of the BEIS forms. Should there be variances between last year's and this year's data, school heads are required to provide adequate explanations/justifications for such variances using the enclosed form (Annex A). These explanations or justifications shall be

duly signed by the school head/concerned official and appended to the completed school profiles.

7. DepED's resource allocation decisions are influenced by the data available in the BEIS. Therefore, Regional Directors, Schools Division Superintendents and District Supervisors are hereby directed to prioritize BEIS data collection and processing over all other Central Office initiated activities, e.g. SRaA, HRIS, DEDP, NCBTS and Family Mapping.

8. To ensure that only quality data is captured in the BEIS forms, the Regional Directors, Schools Division Superintendents and District Supervisors are directed to implement strict data validation procedures in terms of completeness, accuracy, consistency and objectivity. Likewise, the Office of Planning Service, the Regional Planning Units and the Division Planning Units are herein directed to undertake random inspection and/or actual count of enrolment and resources in selected schools and to report their findings and/or recommendations to the Office of the Secretary, copy furnished the Principal, the Schools Division Superintendent and the Regional Directors concerned. The random inspection of schools shall be undertaken between November 2009 and February 2010, except December 2009.

9. Beginning SY 2009-2010, the Regional Planning Units are hereby authorized to undertake the processing of private school profiles.

10. It is underscored that classrooms built from 2002 to present shall not be converted to non-instructional rooms. Further, classrooms aged 30 years old and over need not necessarily be retired as classrooms from the inventory since DepED has been extending all efforts to prolong their useful life.

11. All previous issuances related to this Order that are found inconsistent herewith are deemed superseded or modified accordingly.

12. Immediate dissemination of and compliance with this Order is directed.



JESLI A. LAPUS
Secretary

Encl.: As stated

References: DepED Order: (Nos. 58, s. 2008 and 10, s. 2009); No. 51, s. 2008

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index

under the following subjects:

FORMS

SCHOOLS

STATISTICS, Data



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

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

From Table A (Column "TOTAL")
From Table F₂₀ (Column 2, "TOTAL Nationally-funded teaching personnel")
From Table E₁ (Column "TOTAL")
From Table E4

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 August 31, 2009.

SCHOOL INFORMATION
SY 2009-2010

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 : _____

Type of School : Regular School Regular School with SPED classes Regular School with SPED Center Purely SPED Center National Special School Integrated SPED School Integrated School

Quick Count Data : Male _____ Female _____
Total Enrolment (Table A, "TOTAL")

Total Nationally-Funded Teaching Personnel (Table F₂₀, Column 2) (excluding SPED & Preschool Teacher/s)

Total Instructional Rooms (Table E₁) (excluding Preschool Classrooms)

Total Classroom Furniture (Table E4)

Deadly Serpents and Insects _____ Armchairs _____

Certified True and Correct by : _____
School Head : _____ (Signature Over Printed Name)
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 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 July 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 July 31.
- **ALIVE** means Arabic Language and Islamic Values Education.
- **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 July 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 2009-2010 (As of July 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>																
Repeaters																
Transferees In																
Balik-Aral																
Muslim Pupils																
Pupils enrolled in ALIVE classes																
Indigenous People																
Total Number of Monograde Classes																
Total Number of Multigrade Classes																
<i>Included in these classes, for Muslim Pupils:</i>																
Monograde Classes																
Multigrade Classes																

Totals in these boxes must tally.

Table B. ELEMENTARY AGE PROFILE, SY 2009-2010

Age	Pre-school		Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	Male	Female	With ECD Experience		Without ECD Experience		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 C. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2009-2010 (As of July 31)

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

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

PHYSICAL FACILITIES DATA (Tables E₁, E₂ & E₃)

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

Makeshift rooms refer to rooms which are basically made of bamboo, nipa, cogon, lumber and other light materials. They are considered temporary structures as a means of easing up classroom shortage and temporary shelter during emergencies.

Condemned rooms refer to rooms deemed to be dangerous to the extent that life, health, property or safety of the public or its occupants are endangered.

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 usable rooms with the following dimensions regardless of the number of doors (either 1 door or 2 doors) and regardless of funding source and year constructed:

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

Other instructional rooms refer to academic classrooms used for pre-school and SPED classes.

Toilets - (urinal)

Individual Urinal - a single urinal is designed for one male pupil/student standing upright.

Trough or Multiple - a urinal which can accommodate 3 more pupils/students at the same time. Thus, each trough shall be multiplied by 3, and the resulting number shall be recorded in the "trough" column

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.

AVAILABILITY OF WATER SUPPLY

Local piped water - water source coming from local water service providers.

Water well - an excavation structure in the ground by digging, driving, boring or drilling to access water in underground aquifers.

Rainwater catchment - water sourced from rainwater and collected thru a rainwater collector.

Natural source - water sourced from a spring, stream

Without water supply - schools without existing water supply at all.

AVAILABILITY OF ELECTRICAL SUPPLY

Grid Supply - electricity coming from major or local power distributors (e.g. electric cooperatives, Meralco, etc.).

Generator - machine operated by diesel or gasoline to produce electricity.

Solar Power - solar power is the conversion of sunlight into electricity thru different devices such as solar panels.

Without available electrical supply - schools without existing electrical supply at all.

Table D. PUPIL DATA FOR PREVIOUS SCHOOL YEAR 2008-2009 (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 E1. EXISTING NUMBER OF INSTRUCTIONAL ROOMS IN THE SCHOOL, SY 2009-2010

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

Table E2. EXISTING NUMBER OF OTHER INSTRUCTIONAL ROOMS IN THE SCHOOL, SY 2009-2010

Used for Pre-school classes	Other Instructional Rooms	
	Used for SPED classes	Total Other Instructional Rooms

Table E3. EXISTING NUMBER OF NON-INSTRUCTIONAL ROOMS IN THE SCHOOL, SY 2009-2010

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

Table E4. EXISTING CLASSROOM FURNITURE, SY 2009-2010

Classroom furniture for pupils	Desks	Sets of chairs and tables	Armchairs

Table E5. EXISTING NUMBER OF TOILETS, SY 2009-2010

Number of toilets	Girls (Toilet Bowls)	Boys		Shared (girls and boys)
		Toilet Bowls	Urinals	

Table E6. AVAILABILITY OF WATER SUPPLY, SY 2009-2010 (check as appropriate)

Water Supply	Sources				Without Available Water Supply
	Local Piped Water	Water Well/Deep Well	Rainwater catchments	Spring Water	

Table E7. AVAILABILITY OF ELECTRICAL SUPPLY, SY 2009-2010 (check as appropriate)

Electrical Supply	Sources			No Electricity
	Grid Supply	Generator	Solar Power	

Table F1. PERSONNEL DATA (Locally-funded), SY 2009-2010 (As of July 31)

LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL							
Special Educ. Fund (SEF) (Regular Fund)	Local Gov't Unit (L.G.U) funded		PTCA-funded	Volunteer	Teachers for ALIVE classes	Others	TOTAL Locally-funded
	Provincial/City	Municipal					

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

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

- *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.
 - Teachers for ALIVE classes* – Number of teachers teaching in ALIVE classes.
 - 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 July 2009.
- *On leave* personnel refers to those who are on sick, vacation, study and/or maternity leave as of 31st of July 2009.
- *Position(s) vacant* refers to the plantilla positions that are unfilled as of 31st July 2009.
- *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 F2. PERSONNEL DATA (Nationally-funded), SY 2009-2010 (As of July 31)

Position Title Col. 1	NATIONALLY-FUNDED PERSONNEL						TOTAL (Col.5+Col.6+ Col.7+Col.8) Col. 9
	Number of positions assigned in the school per latest PSI-POP Col. 2	Number actually working in the school Col. 5		On leave Col. 6	Position(s) vacant Col. 7	Personnel detailed to DepEd Office(s) Col. 8	
		Male Col. 3	Female Col. 4				
a. Teaching related and Non-teaching							
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 (Including Mobile and Madrasah)							-
Sub-Total (Quick Count Data)	-	-	-	-	-	-	-
SPEED Teacher Items							-
Pre-School Teacher							-
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 2009-2010 (As of July 31)

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

Totals in these boxes must tally.

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

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

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

**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.

TYPE OF SCHOOL (School Information)

Regular School - a school offering regular elementary education only.

Regular School with SPED classes - a regular school with only one or two exceptionalities.

Regular School with SPED Center - a school within a school catering to children with three or more exceptionalities

Purely SPED Center - SPED center which is independent of a regular school.

National Special Schools refer to Phil. School for the Blind; Phil School for the Deaf; Jose Fabella Memorial School & National Orthopedic School for Crippled Children.

Integrated SPED Schools - elementary and high schools catering to SPED.

PUPIL AND TEACHER DATA (Tables H , I & J) - The data to be entered shall be as of 31st of July 2009.

Fill in only the boxes applicable to the school; otherwise "0" or "not applicable" shall be written.

If a teacher is teaching in two or more grades, he/she should be counted in grades where he/she has the most number of teaching loads

Table H. PUPIL DATA BY TYPE OF SCHOOL, SY 2009-2010 (As of July 31)

Type of School	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
Regular School																
Regular School with SPED classes																
- Regular																
- SPED classes																
Regular School with SPED Center																
- Regular																
- SPED Center																
Purely SPED Center																
National Special School																
Integrated SPED Schools																
Integrated Schools																

Table I. TEACHERS DATA BY TYPE OF SCHOOL, SY 2009-2010 (As of July 31)

Type of School	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
Regular School																
Regular School with SPED classes																
- Regular																
- SPED classes																
Regular School with SPED Center																
- Regular																
- SPED Center																
Purely SPED Center																
National Special School																
Integrated SPED Schools																
Integrated Schools																

Certified True and Correct by :

School Head : _____
 (Signature Over Printed Name) Date : _____

Checked by District Office :

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

Verified by the Division Office :

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

Table J. CHILDREN WITH SPECIAL NEEDS DATA, SY 2009-2010 (As of July 31)

Particulars	AREA OF EXCEPTIONALITY																		Gifted/Fast Learners					
	LD		HI		VISUALLY IMPAIRED			ID/MR		MH		BP		OH		AU		CD		CP		SHP		
	M	F	M	F	B	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
SPED CLASSES/CENTERS																								
Pre school																								
- Gifted																								
- Disabled																								
I																								
II																								
III																								
IV																								
V																								
VI																								
Non-Graded																								
NATIONAL SPECIAL SCHOOL																								
INTEGRATED SPED SCHOOL																								

Legend: LD - Learning Disability, HI - Hearing Impaired, B - Blindness, LV - Low Vision, ID/MR - Intellectually Disabled, BP - Behaviorally Handicapped, MH - Multiple Handicap, OH - Orthopedically Handicapped, AU - Autism, CD - Communication Disorder, CP - Cerebral Palsy, SHP - Special Health Problems

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

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

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

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

School ID

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Municipality ID



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.. 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 enrolment From Table A (Column "TOTAL")
- 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 August 31, 2009.

**SCHOOL INFORMATION
SY 2009-2010**

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 : _____

Type of School:

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

1. Funding (Tick one only)

<input type="checkbox"/>	Regular	<input type="checkbox"/>	Regular with Special Program	<input type="checkbox"/>	Special
<input type="checkbox"/>	Integrated	<input type="checkbox"/>	S&TOriented	<input type="checkbox"/>	SPED
		<input type="checkbox"/>	SP A	<input type="checkbox"/>	Tech-Voc
		<input type="checkbox"/>	SP S	<input type="checkbox"/>	Arts & Trade
				<input type="checkbox"/>	Agriculture
				<input type="checkbox"/>	Fishery

Quick Count Data :

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

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 : _____



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 July 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 July 31.
- **ALIVE** means Arabic Language and Islamic Values Education.
- **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 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 July 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.

Totals in these boxes must tally.

Table A. STUDENT DATA, SY 2009-2010 (As of July 31)

Particulars	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLMENT										
<i>Included in this enrolment, number of:</i>										
Repeaters										
Transferees In										
Balik-Aral										
Muslim Students										
Students enrolled in ALIVE classes										
Indigenous People										
Total Number of Classes										
<i>Included in these classes, for Muslim Students:</i>										
Number of Classes										

Table B. SECONDARY AGE PROFILE, SY 2009-2010

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

Table C. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2009-2010 (As of July 31)

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

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

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

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.)

Makeshift rooms refer to rooms which are basically made of bamboo, nipa, cogon, lumber and other light materials. They are considered temporary structures as a means of easing up classroom shortage and temporary shelter during emergencies.

Condemned rooms refer to rooms deemed to be dangerous to the extent that life, health, property or safety of the public or its occupants are endangered.

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 usable rooms with the following dimensions regardless of the number of doors (either 1 door or 2 doors) and regardless of funding source and year constructed:

- | | |
|-----------|---|
| ▪ 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 | |

Toilets - (urinal)

Individual Urinal - a single urinal is designed for one male pupil/student standing upright.

Trough or Multiple - a urinal which can accommodate 3 more pupils/students at the same time. Thus, each trough shall be multiplied by 3, and the resulting number shall be recorded in the "trough" column

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.

AVAILABILITY OF WATER SUPPLY

Local piped water - water source coming from local water service providers.

Water well - an excavation structure in the ground by digging, driving, boring or drilling to access water in underground aquifers.

Rainwater catchment - water sourced from rainwater and collected thru a rainwater collector.

Natural source - water sourced from a spring or stream

Without water supply - schools without existing water supply at all.

AVAILABILITY OF ELECTRICAL SUPPLY

Grid Supply - electricity coming from major or local power distributors (e.g. electric cooperatives, Meralco, etc.).

Generator - machine operated by diesel or gasoline to produce electricity.

Solar Power - solar power is the conversion of sunlight into electricity thru different devices such as solar panels.

Without available electrical supply - schools without existing electrical supply at all.

Table D. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2008-2009 (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 2009-2010

Instructional Rooms					Total instructional rooms
Used as academic classrooms	Used as Science Laboratories	Used as H.E. rooms	Used as I.A./ Workshops	Used as computer rooms	

Non-instructional rooms					Total non-instructional rooms
Used as libraries	Used as clinic	Used as canteen	Used as offices	Other uses	

Table E2. EXISTING CLASSROOM FURNITURE, SY 2009-2010

Classroom furniture for students	Desks	Sets of chairs and tables	Armchairs

Table E3. EXISTING NUMBER OF TOILETS, SY 2009-2010

Number of toilets	Girls (toilet bowl)	Boys			Shared (girls and boys)
		Toilet Bowls	Urinals		
			Individual	Trough	

Table E4. AVAILABILITY OF WATER SUPPLY, SY 2009-2010 (check as appropriate)

Water Supply	Sources				Without Available Water Supply
	Local Piped Water	Water Well/ Deep Well	Rainwater catchments	Natural Source	

Table E5. AVAILABILITY OF ELECTRICAL SUPPLY, SY 2009-2010 (check as appropriate)

Electrical Supply	Sources			
	Grid Supply	Generator	Solar Power	No Electricity

Table F1. PERSONNEL DATA (Locally-funded), SY 2009-2010 (As of July 31)

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

Certified True and Correct by :

School Head :

(Signature Over Printed Name)

Designation :

Date :

Verified by the Division Office :

Head of the Division :

(Signature Over Printed Name)

Designation :

Date :

INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT SECONDARY SCHOOL PROFILE

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

PERSONNEL DATA AND TEACHER ASSIGNMENTS (Tables F& G) - The data to be entered shall be as of 31st of July 2009

- **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.
 - Teachers for ALIVE classes* – Number of teachers teaching in ALIVE classes.
 - 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 July 2009.**
- **On leave personnel refers to those who are on sick, vacation, study and/or maternity leave as of 31st of July 2009.**
- **Plantilla item(s) vacant refers to the plantilla positions that are unfilled as of 31st of July 2009.**
- **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.

STUDENT DATA BY PROGRAM (Table H)

Fill in only the boxes applicable to the school; otherwise "0" or "not applicable" should be written.

If a student is enrolled in a regular program and in one or more special programs, then he/she should be counted in the regular as well as in the special programs where he/she is enrolled.

TEACHER DATA BY TEACHING ASSIGNMENT AND AREA OF SPECIALIZATION (TABLE I)

If a teacher is teaching two or more learning areas or in two or more year levels, he/she should be counted in area/year where teaching load she has the most number of teaching loads

Table F2. PERSONNEL DATA (Nationally-funded), SY 2009-2010 (As of July 31)

Position Title Col. 1	SCHOOL PLANTILLA ITEMS										NATIONALLY-FUNDED PERSONNEL						
	Number actually working in the school		On leave	Plantilla item(s) vacant	Plantilla administrators/teachers detailed to other schools/ Dept Ed offices	TOTAL (Col.4+Col.5+Col.6+Col.7)	Plantilla administrators/teachers borrowed from other school(s)		TOTAL Nationally-funded personnel working in the school								
	Male	Female					Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Male	Female	Col. 9	Col. 10	Col. 11
a. Teaching related and Non-teaching																	
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/Administrative Ass. I																	
Disbursing Officer II/Administrative Aide																	
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)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SPEED 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 2009-2010 (As of July 31)

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

Totals in these boxes must tally.

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

Table H. STUDENT DATA BY PROGRAM, SY 2009-2010 (As of July 31)

Enrolment by Program	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Regular Curriculum										
Regular with Special Program										
Regular Curriculum										
S & T Oriented										
Special Program in the Arts										
Special Program in Sports										
SPED										
Tech-Voc										
Arts & Trade										
Agriculture										
Fishery										
Special Curriculum										
Regional Science High School										
Phil. High School for the Arts										
Division Sciences High School										
SPED School										
Tech-Voc										
Arts & Trade										
Agriculture										
Fishery										

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 I. TEACHERS DATA BY TEACHING ASSIGNMENT, SY 2009-2010 (as of July 31)

Teaching Assignment	Year I	Year II	Year III	Year IV	Total	Area of Specialization	Major	Minor	Total
English						English			
Mathematics						Mathematics			
Filipino						Filipino			
Science						Science			
General Science						General Science			
Biology						Biology			
Chemistry						Chemistry			
Physics						Physics			
Makabayan						Makabayan			
Araling Panlipunan						Araling Panlipunan			
T L E						T L E			
Values Educ.						Values Educ.			
MAPEH						MAPEH			
TOTAL						Others			

Table J. TEACHERS DATA BY AREA OF SPECIALIZATION

Area of Specialization	Major	Minor	Total
English			
Mathematics			
Filipino			
Science			
General Science			
Biology			
Chemistry			
Physics			
Makabayan			
Araling Panlipunan			
T L E			
Values Educ.			
MAPEH			
Others			

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

This form shall be accomplished by the head of the private school 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 Regional Planning Unit on or before August 31, 2009.

SCHOOL INFORMATION
SY 2009-2010

Name of Institution : _____
(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 : _____

Level of Education Offered (Write as appropriate information)

	Pre-School	Elementary	Secondary
With Permit (Permit No.)	_____	_____	_____
With Recognition (Recognition No.)	_____	_____	_____
Permit on Process (Yes or No)	_____	_____	_____

Certified True and Correct by :

Head of Institution : _____ **Date** : _____
(Signature Over Printed Name)

Designation : _____



**INSTRUCTIONS FOR ACCOMPLISHING
THE PRIVATE SCHOOL PROFILE**

No item should be left blank. Instead, "zero (0)" or "not applicable (na)" 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 July 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 July 31.
- **ALIVE** means Arabic Language and Islamic Values Education.
- **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/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.
- **Number of Transferred Out** - refers to pupils/students who transferred to another school in the country and outside the country.

AGE PROFILE (Table 2)

- The total enrolment of the school as of 31 July 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)

Make-shift rooms refer to rooms which are basically made of bamboo, nipa, cogon, lumber and other light materials. They are considered temporary structures as a means of easing up classroom shortage and temporary shelter during emergencies.

Dilapidated rooms refer to rooms which have fallen to partial ruin or decay due to neglect or misuse.

Condemned rooms refer to rooms deemed to be dangerous to the extent that life, health, property or safety of the public or its occupants are endangered.

EXISTING NUMBER OF CLASSROOMS (Make-shift 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. Areas with partition or divider used for non-instructional purposes are included in the count.

Instructional rooms refer to rooms with the following dimensions :

- | | |
|-----------|-------------|
| ▪ 7m x 9m | ▪ 6m x 8m |
| ▪ 7m x 8m | ▪ 7.5m x 6m |
| ▪ 7m x 7m | ▪ 7m x 18m |
| ▪ 7m x 6m | |

Toilets - (urinal)

Single urinal is designed for one pupil/student standing upright.

Multiple urinal is a trough type and can accommodate more pupils/students

EXISTING CLASSROOM FURNITURE

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

PERSONNEL DATA

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

A. ELEMENTARY EDUCATION

Table 1. PUPIL DATA, SY 2009-2010 (As of July 31)

Particulars	Pre-School		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		TOTAL (Grades 1-7)		
	Male	Female	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																			
Muslim Pupils																			
Indigenous People																			
Total Number of Monograde Classes																			
Total Number of Multigrade Classes																			
<i>Included in these classes, for Muslim Pupils:</i>																			
Monograde Classes																			
Multigrade Classes																			

Totals in these boxes must tally.

Table 2. ELEMENTARY AGE PROFILE, SY 2009-2010

Age	Pre-school		Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		TOTAL (Grades 1-7)		
	Male	Female	With ECD Experience	Without ECD Experience	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 ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2009-2010 (As of July 31)

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

Certified True and Correct by :

Head of Institution : _____ *Date :* _____

Designation : _____ *(Signature Over Printed Name)*

Table 4. PUPIL DATA FOR PREVIOUS SCHOOL YEAR 2008-2009 (As of March 31)

Particulars	Pre-School		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		TOTAL (Grades 1-7)	
	Male	Female	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																		
Number of Transferred Out																		
Number of Failures																		

Table 5. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2009-2010

Instructional rooms						Total 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	

Table 6. EXISTING CLASSROOM FURNITURE, SY 2009-2010

Classroom furniture for pupils	Desks	Sets of chairs and tables	Armchairs

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

Table 7. EXISTING NUMBER OF TOILETS, SY 2009-2010

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

Certified True and Correct by :

Head of Institution : _____
(Signature Over Printed Name)

Designation : _____

Date : _____

B. SECONDARY EDUCATION

Table 1. STUDENT DATA, SY 2009-2010 (As of July 31)

Particulars	Year 1		Year 2		Year 3		Year 4		Year 5		TOTAL (Years 1-5)	
	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												
Muslim Students												
Indigenous People												
Total Number of Classes												
<i>Included in these classes, for Muslim Students:</i>												
Number of Classes												

Totals in these boxes must tally.

Table 2. SECONDARY AGE PROFILE, SY 2009-2010

Age	Year 1		Year 2		Year 3		Year 4		Year 5		TOTAL (Years 1-5)	
	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 3. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2009-2010 (As of July 31)

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

Certified True and Correct by :

Head of Institution : _____ Date : _____
 (Signature Over Printed Name)

Designation : _____

Table 4. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2008-2009 (As of March 31)

Particulars	Year 1		Year 2		Year 3		Year 4		Year 5		TOTAL (Years 1-5)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment												
Number of Promotees/Graduates												
Number of Dropouts												
Number of Transferred Out												
Number of Failures												

Table 5. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2009-2010

Instructional rooms	Instructional rooms				Total instructional rooms
	Used as academic classrooms	Used as H.E. rooms	Used as I.A./ Workshops	Used as computer rooms	

Non-instructional rooms	Non-instructional rooms				Total non-instructional rooms
	Used as libraries	Used as clinic	Used as canteen	Used as offices/ Other uses	

Table 6. EXISTING CLASSROOM FURNITURE, SY 2009-2010

Classroom furniture for pupils	Desks		Sets of chairs and tables		Armchairs	

Table 7. EXISTING NUMBER OF TOILETS, SY 2009-2010

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

C. PERSONNEL DATA

Table 1. SEX PROFILE OF PERSONNEL, SY 2009-2010 (As of July 31)

Particulars	Pre-School			Elementary			Secondary		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
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 :

Head of Institution : _____ **Date :** _____

(Signature Over Printed Name)

Designation : _____

Table 8. STUDENT DATA ON EDUCATION SERVICE CONTRACTING & EDUCATION VOUCHER SYSTEM, SY 2009-2010 (As of July 31)

Particulars	Year 1		Year 2		Year 3		Year 4		Year 5		TOTAL (Years 1-5)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment												
Education Service Contracting (ESC)												
Education Voucher System (EVS)												

Table 9. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2008-2009 (As of March 31)

Particulars	Year 1		Year 2		Year 3		Year 4		Year 5		TOTAL (Years 1-5)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment												
ESC												
EVS												
Number of Promotees / Graduates												
ESC												
EVS												
Number of Dropouts												
ESC												
EVS												
Number of Transferred Out												
ESC												
EVS												
Number of Transferred In												
ESC												
EVS												

Table 10. AGE PROFILE OF ESC AND EVS GRANTEES, SY 2009-2010

Age	Year 1		Year 2		Year 3		Year 4		Year 5		TOTAL (Years 1-5)	
	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												

Certified True and Correct by :

Head of Institution :

Designation :

(Signature Over Printed Name)

Date :

Date :



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

SUCs LABORATORY SCHOOL PROFILE

This form shall be accomplished by the head of the laboratory school of the State Universities and Colleges (SUCs) 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 Research and Statistics Division, Office of Planning Service on or before August 31, 2009.

SCHOOL INFORMATION
SY 2009-2010

Name of Institution : _____ (Official name) _____ Region : _____

_____ Division : _____

_____ Legislative District : _____

_____ Tel. No. : _____

_____ Fax No. : _____

_____ E-Mail Address : _____

Address : _____ # _____ Street _____ Barangay _____

_____ Municipality _____ Province/City _____

Level of Education Offered (Tick as appropriate)

Type of School:

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

Certified True and Correct by :

Head of Institution : _____ Date : _____

Designation : _____ (Signature Over Printed Name)



**INSTRUCTIONS FOR ACCOMPLISHING
THE SUCs LABORATORY 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 July 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 July 31.
- **ALIVE** means Arabic Language and Islamic Values Education.
- **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/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 July 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)

Makeshift rooms refer to rooms which are basically made of bamboo, nipa, cogon, lumber and other light materials. They are considered temporary structures as a means of easing up classroom shortage and temporary shelter during emergencies.

Condemned rooms refer to rooms deemed to be dangerous to the extent that life, health, property or safety of the public or its occupants are endangered.

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 usable rooms with the following dimensions regardless of the number of doors (either 1 door or 2 doors) and regardless of funding source and year constructed:

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

Other instructional rooms refer to academic classrooms used for pre-school and SPED classes.

Toilets - (urinal)

Individual Urinal - a single urinal is designed for one male pupil/student standing upright.

Trough - or a multiple urinal which can accommodate 3 more pupils/students at the same time. Thus, each trough shall be multiplied by 3, and the resulting number shall be recorded in the "trough" column

EXISTING CLASSROOM FURNITURE

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

PERSONNEL DATA

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

A. ELEMENTARY EDUCATION

Table 1. PUPIL DATA, SY 2009-2010 (As of July 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>																
SPEED, graded																
Repeaters																
Transferees In																
Balik-Aral																
Muslim Pupils																
Enrolled in ALIVE classes																
Indigenous People																
Total Number of Monograde Classes																
Total Number of Multigrade Classes																
<i>Included in these classes, for Muslim Pupils:</i>																
Monograde Classes																
Multigrade Classes																

Totals in these boxes must tally.

Table 2. ELEMENTARY AGE PROFILE, SY 2009-2010

Age	Pre-school		Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)		
	Male	Female	With ECD Experience	Without ECD Experience	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 ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2009-2010 (As of July 31)

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

Certified True and Correct by :

Head of Institution : _____ Date : _____

Designation : _____ (Signature Over Printed Name)

Table 4. PUPIL DATA FOR PREVIOUS SCHOOL YEAR 2008-2009 (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 5.2 EXISTING NUMBER OF OTHER INSTRUCTIONAL ROOMS IN THE SCHOOL, SY 2009-2010

Other Instructional Rooms		Total Other Instructional Rooms
Used for Pre-school classes	Used for SPED classes	

Table 5.3 EXISTING NUMBER OF NON-INSTRUCTIONAL ROOMS IN THE SCHOOL, SY 2009-2010

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

Table 5.1 EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2009-2010

Instructional Rooms				Total 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

Table 6. EXISTING CLASSROOM FURNITURE, SY 2009-2010

Classroom furniture for pupils	Desks	Sets of chairs and tables	Armchairs

Table 7. EXISTING NUMBER OF TOILETS, SY 2009-2010

Number of toilets	Girls (toilet bowl)			Boys		
	(toilet bowl)			(toilet bowl)		
	individual	trough	urinal	individual	trough	urinal

Certified True and Correct by :

Head of Institution : _____ *Date* : _____

Designation : _____ *(Signature Over Printed Name)*

B. SECONDARY EDUCATION

Table 1. STUDENT DATA, SY 2009-2010 (As of July 31)

Particulars	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLMENT										
<i>Included in this enrolment, number of:</i>										
SPED, graded										
Repeaters										
Transferees In										
Balik-Aral										
Muslim Students										
Enrolled in ALIVE classes										
Indigenous People										
Total Number of Classes										
<i>Included in these classes, for Muslim Students:</i>										
Number of Classes										

Totals in these boxes must tally.

Table 2. SECONDARY AGE PROFILE, SY 2009-2010

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 3. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2009-2010 (As of July 31)

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

Certified True and Correct by :

Head of Institution : _____
Designation : _____
 (Signature Over Printed Name)

Date : _____

Table 4. PUPIL DATA FOR PREVIOUS SCHOOL YEAR 2008-2009 (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 5.2 EXISTING NUMBER OF OTHER INSTRUCTIONAL ROOMS IN THE SCHOOL., SY 2009-2010

Instructional Rooms	Used as		Used as LA./ Workshops	Used as computer rooms	Not currently used	Total instructional rooms
	Science Laboratories	HE. rooms				
	Used as academic classrooms	Used as HE. rooms	Used as Science Laboratories	Used as computer rooms	Not currently used	Total instructional rooms
Used as Pre-school classes						
Used for SPED classes						
Total Other Instructional Rooms						

Table 5.3 EXISTING NUMBER OF NON-INSTRUCTIONAL ROOMS IN THE SCHOOL., SY 2009-2010

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

Table 6. EXISTING CLASSROOM FURNITURE, SY 2009-2010

Classroom furniture for pupils	Desks	Sets of chairs and tables	Armechairs

Table 7. EXISTING NUMBER OF TOILETS, SY 2009-2010

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

Certified True and Correct by :

Head of Institution : _____ Date : _____

Designation : _____ (Signature Over Printed Name)

**SUMMARY OF VARIANCES IN BEIS DATA
SY 2008-2009 and SY 2009-2010**

Name of School _____
 School District/Municipality _____
 Division _____
 Region _____

SAMPLE DATA:

PARTICULARS	SY 2008-2009 data	SY 2009-2010 data	Increase/ Decrease (C-B)	% increase/ Decrease (D/B x 100)	Explanations for Variance/s
A	B	C	D	E	F
Enrolment	5,130	5,500	370	7%	
Teachers	123	125	2	2%	
Instructional Rooms	45	48	3	7%	
School Furniture					
Desks	610	580	-30	-5%	
Tables and Chairs	180	220	40	22%	additional delivery
Armchairs	227	200	-27	-12%	eaten by termites

NOTE:

1. This form shall be submitted to the Division Planning Units together with the accomplished school profiles
2. Enter data for each variable in the appropriate column (Col. B & C) using previous SY data and current SY data
3. Get the increase/decrease by subtracting figures in Col. C from Col. B
4. Get % of increase/decrease by dividing figures in Col. D by Col. B x 100
5. If the increase/decrease is 5% or more, provide sufficient explanations/justifications.

Certified Correct:

Principal/School Head