

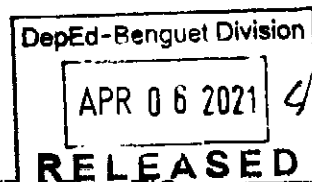


Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

April 05, 2021

Division Memorandum

No. 113 s. 2021



TO : Public Elementary School Principals/Head Teachers/Full Time TICs
Public Secondary School Heads
BSU-LIS/EBEIS Coordinators
Private School Heads
All Others Concerned

ACCOMPLISHMENT OF SCHOOL PROFILE TEMPLATES IN THE BASIC EDUCATION INFORMATION SYSTEM (BEIS) FOR SY 2020-2021

1. It is a yearly activity of the Department of Education to collect statistics and information of all schools through the Basic Education Information System (BEIS) for purposes of planning, budgeting and decision-making. School heads are required to download, accomplish and upload School Profile for School Year 2020-2021 with the following simple steps:
 - a. School heads to login in at the <http://lis.deped.gov.ph>
 - b. Enter username and password of the school head;
 - c. Read the LIS announcement page, Please click the [link](#) for the detailed user guide on BEIS Uploading of School Profile Facility;
 - d. Click Basic Education Information System (BEIS);
 - e. Click Upload then Download GESPv2021.02.23xlsx for public elementary schools, Download JHSPv2021.02.23xlsx and Download SHSPv2021.02.23xlsx for public secondary schools, Download PSPv2021.02.23xlsx for private schools and [Download SLUCv2021.02.23.xlsx](#) for Benguet State University separate template for elementary and secondary levels;
 - f. Save the excel file in this suggested format (School ID+Name of School), downloaded template for one school is not to be used for another school;
 - g. (Offline Manual Entry of School Data) Fill in white cells only from Sheet (SchInfo) until the end Table/Box (IPED Program), Please validate all entries.
 - h. To Upload the accomplished template, log in to school head account;
 - i. Click Basic Education Information System (BEIS);
 - j. Click Upload;
 - k. Click **School Profile** (choose the file to upload);
 - l. Click **Upload Now** (wait until "School Profile Successfully uploaded", if not, correct data in the specified table if error is found).
2. Download Microsoft Edge browser if there is difficulty in downloading the template.
3. School encoding and uploading of school profile must be done on March 26, 2021 to May 10, 2021.
4. Immediate dissemination of and strict compliance with this memorandum is enjoined.

GLORIA B. BUYA-AO
Schools Division Superintendent

SGOD-PRS/LBA/jik



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