DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos-Guingona Sts., Malaybalay City
Tel No.: (088)221-4597; Telefax: (088)813-2894
website: www.depedmalaybalay.net email: depedmalaybalay@gmail.com

DIVISION MEMORANDUM
No. 142 s. 2014

008
Deped-MALAYBALAY CITY DIVISION
RELEASED
Date 5/2/14 Time: 11:31AM
By: _____

To	:	**EDUCATION PROGRAM SUPERVISORS / DISTRICT STEWARDS** **PUBLIC SCHOOLS DISTRICT SUPERVISORS** **ELEMENTARY AND SECONDARY SCHOOLS HEADS** This Division
From	:	**EDILBERTO L. OPLENARIA** Schools Division Superintendent
Date	:	May 2, 2014
Re	:	**ENCODING & SUBMISSION OF EBEIS DATA GATHERING FORMS FOR THE END OF SY 2013-2014**

1. Pursuant to the enclosed DepEd Order No. 23, s. 2014 re: *"Data Gathering Forms of the Enhanced Basic Education Information System (EBEIS) for the End of School Year 2013-2014"* dated April 28, 2014, which is self-explanatory.

2. In view hereof, you are hereby directed to submit the Government Elementary School Profile / Government Secondary School Profile (GESP/GSSP) for the End of SY 2013-2014 in the online EBEIS through this address:

   http://ebeis.deped.gov.ph/beis/

3. The School Heads shall be responsible for the online submission of the end of the school year data using the same user name and password used in the Learner Information System (LIS). Further, all schools are required to submit the accomplished and duly signed hardcopy of GESP/GSSP (generated from EBEIS) **on or before May 16, 2014** to the Schools Division Superintendent attention Division Planning & Research Section for online validation of school data.

4. The following EBEIS timeline shall be observed per Item No. 5 of DepEd Order No. 23, s. 2014:

EBEIS Activities	Timeline
Start of Encoding EOSY 2013-2014	May 2, 2014
School Submission	**May 2-16, 2014**
Validation	May 2-23, 2014
Closing of System	May 24, 2014

5. Enclosed are the templates of GESP & GSSP EOSY 2013-2014 Data Gathering Forms. The instructions stipulated in the GESP/GSSP form shall be strictly followed.

6. Immediate dissemination of and strict compliance with this Memorandum is directed.

28 APR 2014

DepEd ORDER
No. 23, s. 2014

DATA GATHERING FORMS OF THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) FOR THE END OF SCHOOL YEAR 2013-2014

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

1.   The Department of Education (DepEd) through its EBEIS continuously delivers useful information needed for planning and budgeting, allocation of resources, and for setting operational targets. EBEIS aids in the performance evaluation of the basic education sector vis-a-vis the achievement of DepEd's goals as stated in the Philippine Development Plan (PDP), Education for All (EFA), Millennium Development Goals (MDGs) and other international commitments.

2.   The data collection, processing, and validating of school statistics for 2013 shall end with the **Data Gathering Forms for the End of the School Year 2013-2014**. Enclosed to this Order are the following revised forms to be accomplished:

        Enclosure No. 1   :   Government Elementary School Profile (GESP);
        Enclosure No. 2   :   Government Secondary School Profile (GSSP); and
        Enclosure No. 3   :   Private School Profile (PSP).

3.   To understand the hazards and vulnerabilities present in schools, the DepEd has revised the School Year (SY) 2013-2014 Forms to include disaster-related questions in the following sections in the GESP, GSSP and PSP:

        Disasters/Calamities:

        ➢ Table O. GESP and GSSP
        ➢ Table G. PSP

        Vulnerabilities:

        ➢ Table P. GESP and GSSP
        ➢ Table H. PSP

4.   The new data elements and definition of terms are contained in Enclosure No. 4.

5.   The following timeline in the conduct of EBEIS activities shall be observed:

EBEIS Activity	Timeline
Start of Encoding End of School Year 2013-2014	May 2, 2014
Submission	May 2-16, 2014
Validation	May 2-23, 2014
Closing of System	May 24, 2014

6.   The school heads/teachers-in-charge (SHs/TICs) of both public and private schools offering kindergarten, elementary, and/or secondary education shall be responsible for ensuring prompt, complete and accurate filling-up of the EBEIS data gathering forms.

7.   The regional directors (RDs) and schools division superintendents (SDSs) through the Regional Planning Units (RPUs) and Division Planning Units (DPUs) shall jointly undertake online collection, processing and validation of the accomplished forms and collection of printed and signed forms to ensure the accuracy, consistency, and completeness of data submitted by the schools.

8.   The personnel from the schools division offices shall oversee the encoding of data for schools with no access to Internet facilities.

9.   All personnel involved in the EBEIS at the schools, district, division, regional, and national levels are allowed to render overtime services during weekdays, weekends and holidays as provided in DepEd Order No. 58, s. 2008 entitled *Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education Information System* and DepEd Order No. 10, s. 2009 entitled *Addendum to DepEd Order No. 58, s. 2008 (Authority to Grant Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education Information System (BEIS)* where necessary to meet the EBEIS target schedules.

10.   This Department thanks all personnel involved in the encoding, collection, processing and validation of data in the EBEIS. The support of all concerned has aided in DepEd's efforts to institutionalize the use of accurate and timely data for planning, budgeting and implementation.

11.   Provisions in this Order supersede the provisions in Item Nos. 2-4 of DepEd Order No. 24, s. 2013 entitled *Revision of the Enhanced Basic Education Information System (EBEIS) Data Gathering Forms for the End of School Year 2012-2013.*

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

BR. ARMIN A. LUISTRO FSC
Secretary

Encls.: As stated
References: DepEd Order: (Nos. 24 and 30, s. 2013; 10, s. 2009; 58, s. 2008)
To be indicated in the Perpetual Index under the following subjects:

CALAMITY	FORMS
CHANGE	SCHOOLS
DATA	

District ID

School ID

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

GOVERNMENT ELEMENTARY SCHOOL PROFILE
(END OF THE SY DATA, AS OF MARCH 31)

INSTRUCTIONS

This form shall be accomplished by the head of all government elementary schools. In the case of schools with annexes, extensions, etc., a separate school profile shall be accomplished by every annex, extension, etc.

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/She shall submit the accomplished forms to the respective Division Office on or before _May 16, 2014_.

Important: Read the definitions/instructions found at the bottom of each table before filling up the form. No item should be left blank. Instead, "zero (0)" or "not applicable (n/a)" shall be written. Shaded boxes shall not be filled.

SCHOOL INFORMATION
SY 2013-2014

Name of School : _____
(Official name)

_____
(If renamed, please indicate old name.)

Address :

\# _____
Street/Sitio/Purok   Barangay

_____
Municipality   Province/City

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

Integrated School
(Please check appropriate box if the school is offering both elementary and secondary levels.)

☐ Yes (Please indicate School ID of Secondary level)
  Secondary School ID: ☐☐☐☐☐☐

☐ No

Annex/Extension School
(Please check appropriate box if the school is an annex/extension school.)

☐ Yes (Please indicate School ID of the Mother School)
  Mother School ID: ☐☐☐☐☐☐

☐ No

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

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

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

Table A. PUPIL DATA, SY 2013-2014 (As of March 31, 2014) - Regular & SPED

Particulars	Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Kindergarten to Grade 6)		SPED CWDs (self-contained class)	
	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 Transferees In																		
Number of Transferees Out																		
Number of Late Enrollees																		
Number of Continuing Pupils																		

PUPIL DATA (Table A) - The data to be entered cover this school year as of March 31, 2014 and shall be distributed by grade level and by sex.

- *Enrolment* - includes all pupils enrolled in the school, as of March 31.

- *Number of Completers/Promotees/Graduates* - Data on *completers* refer to Kindergarten 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.

- *Number of Dropouts* - refers to pupils who left school before completing the prescribed grade level within the specified school year from June 08 onwards and **should not be included in the total enrolment as of the same date.**

- *Number of Transferees In* - refers to pupils who entered the school from another school, either government or private from June 08 onwards.

- *Number of Transferees Out* - refers to pupils who left school to enter another school as evidence by the request for permanent record (Form 137) from June 08 onwards and **should not be included in the total enrolment as of the same date.**

- *Number of Late Enrollees* - refers to pupils who entered the school after the cut-off date of June 07, i.e., from June 08 onwards.

- *Number of Continuing Pupils* - refers to pupils who were enrolled in Alternative Delivery Mode (ADM) as defined in the **DepED Order 54, s. 2012** and who have not yet completed the requirements for the grade level.

Certified True and Correct by :

School Head   :

      -       _(Signature Over Printed Name)_

Position Title :   _____

                Date : _____

Checked by District Office :

Head of the Office   :

          (Signature Over Printed Name)

Position Title

      :   Date : _____

Verified by the Division Office :

Head of the Office   :

      -      _(Signature Over Printed Name)_

Position Title

      :   Date : _____

Table B1: EXISTING NUMBER OF INSTRUCTIONAL ROOMS IN THE SCHOOL, BY STATUS, SY 2013-2014 (As of March 31, 2014)

Category	Instructional Rooms										
	Used as academic classrooms	Used as Science Laboratories	Used as H.E. rooms	Used as I.A./ Workshops	Used as computer rooms	Used for Kindergarten classes	Used for SPED classes	Not currently used	Total Instructional Rooms
Standard									
Complete									
Incomplete									
Non-Standard/Makeshift rooms									
Total									

Table B2. EXISTING NUMBER OF NON- INSTRUCTIONAL ROOMS IN THE SCHOOL, BY STATUS, SY 2013-2014 (As of March 31, 2014)

Status	Non-Instructional Rooms					
	Used as libraries	Used as clinic	Used as canteen	Used as offices	Other uses	Not currently used	Total Non-instructional Rooms
Complete						
Incomplete						
Total						

PHYSICAL FACILITIES DATA (Tables B1 and B2)

EXISTING NUMBER OF INSTRUCTIONAL AND NON-INSTRUCTIONAL ROOMS (Condemned/condemnable instructional and non-instructional rooms are not to be included.)

Enter the number of rooms currently being used and not currently being used for *instructional and non-instructional purposes, regardless of funding source* , in the appropriate boxes.

The columns for Totals shall include those currently being used and not currently being used.

- *Instructional rooms* - **refer to rooms use for instructions 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.)*

- *Standard* - refer to rooms which are safe and usable, (whether complete or partially incomplete classroom construction) and having the standard dimensions as defined in the instructional rooms.

  - *Complete classrooms construction* - refer to school building projects which were completed within the contract duration period and have the following features:
    cemented floor; smooth finished walls; painted walls, ceiling and roofing; full cathedral type ceiling; complete set of windows; entrances with doors; complete electrical wires and fixtures
    (for areas with electricity); roofing or weather protection; blackboard and toilet (optional).

  - *Incomplete classrooms construction* - refer to school building projects which were not completed within the contract duration period but follow the correct dimensions and materials.

- *Non-Standard/Makeshift rooms* - refer to safe and usable rooms which are considered temporary structures as a means of easing up classrooms shortage and/or temporary shelter during emergencies.
  These also refer to rooms which do not meet the prescribed standard dimensions and may basically made of bamboo, nipa, cogon, lumber and other light materials.

- *Condemnable 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, based on joint evaluation of PFSED, Municipal Engineer & COA official.

- *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, with approval of PFSED, Municipal Engineer and COA for condemnation.

☞ *Note:* **Non-instructional rooms used for two or more purposes such as library, office or clinic, shall be counted separately.**

  Tables B1 and B2 must be greater than or equal to the totals of instructional and non-instructional rooms needing repair of Table B5.

  Tables B1 and B2 must be equal to the totals of instructional and non-instructional rooms by funding source of Table B3.

Certified True and Correct by :	*Checked by District Office* :	*Verified by the Division Office* :	
School Head : _____	*Head of the Office* : _____	*Head of the Office* : _____	
(*Signature Over Printed Name*)	(*Signature Over Printed Name*)	(*Signature Over Printed Name*)	
Position Title : _____	*Position Title* : _____	*Position Title* : _____	
Date : _____	*Date* : _____	*Date* : _____	

Table B3. EXISTING NUMBER OF ROOMS IN THE SCHOOL, BY FUNDING SOURCE, SY 2013-2014 (As of March 31, 2014)

Type of Room	DepEd budget	DepEd with counterpart funds	LGU/SEF	PTA-funded	Congress	Foreign funds/ donors	Private sector	Others	Total
Instructional Rooms *(refer to Table B1)*									
Non-Instructional Rooms *(refer to Table B2)*									
TOTAL									

NUMBER OF INSTRUCTIONAL ROOMS ACCORDING TO FUNDING SOURCE (Table B3)

Based on the total instructional and non-instructional rooms in Tables C1 and C2, indicate the number of the rooms according to the following funding sources:

- *DepEd budget* - includes classrooms and other instructional rooms funded from the Regular School Building Program implemented by the Department of Public Works and Highways (DPWH) and DepEd (for Red and Black Schools)
- *DepEd with counterpart funds* – rooms constructed using DepED funds with counterpart of at least 10% from other sources.
- *LGU/SEF* - classrooms and other instructional rooms funded from the Special Education Fund (SEF) and the budgets of Local Government Units (LGU): provincial, municipal or barangay units.
- *PTA-funded* - includes classrooms and other instructional rooms funded by the Parents-Teachers Association (PTA).
- *Congress* - includes classrooms and other instructional rooms funded from the Congressional Initiatives, Priority Development Assistance Fund (PDAF), Countrywide Development Fund (CDF), more commonly known as "pork barrel".
- *Foreign funds/donors* - includes classrooms and other instructional rooms funded from foreign-assisted projects and bilateral agreements with donor countries.
- *Private sector* - includes classrooms and other instructional rooms funded through donations of private individuals, corporations, alumni associations, non-government organizations and philanthropic organizations.
- *Others* - these are rooms which are funded by other sources not listed above.

☞ *Note: Totals in this table shall tally with the totals in Tables B1 and B2, respectively.*

Table B4. NUMBER OF ON-GOING CONSTRUCTION BY FUNDING SOURCE, SY 2013-2014 (As of March 31, 2014)

Type of Room	DepEd budget	DepEd with counterpart funds	LGU/SEF	PTA-funded	Congress	Foreign funds/ donors	Private sector	Others	Total
Instructional Rooms									
Non-Instructional Rooms									
TOTAL									

NUMBER OF ROOMS IN THE SCHOOL WITH ON-GOING CONSTRUCTION BY FUNDING SOURCE (Table B4)

- *On-going construction* - are school building projects in the process of implementation or projects with actual works being undertaken in the project site and considered not yet completed.

Certified True and Correct by :   Checked by District Office :   Verified by the Division Office :

School Head   :   Head of the Office   :   Head of the Office   :

Position Title   : _____   Position Title   : _____   Position Title   : _____

     (Signature Over Printed Name)   *(Signature Over Printed Name)*   *(Signature Over Printed Name)*

Position Title   : _____   Date   : _____   Date   : _____

Table B5. NUMBER OF INSTRUCTIONAL AND NON-INSTRUCTIONAL ROOMS NEEDING REPAIR, SY 2013-2014 (As of March 31, 2014)

Type of Room	Types of Repair		
	Major	Minor	Total
Instructional Rooms			
Non-Instructional Rooms			
TOTAL			

NUMBER OF INSTRUCTIONAL AND NON-INSTRUCTIONAL ROOMS NEEDING REPAIR (Table B5)

Indicate the number of instructional rooms by type of repair needed.

- *Major Repair* - repair or replacement of schoolbuilding components which are subjected to critical structural loads and stresses and which are estimated to cost ten percent (10%) or more of the cost of a standard building unit such as roof frames, posts and exterior walls.
- *Minor Repair* - repair or replacement of schoolbuilding components which are not subjected to critical structural loads and stresses and which are estimated to cost less than ten percent (10%) of the cost of a standard building unit such as repair of windows, doors, partitions and the like.

💡 *Note:* *Tables B1 and B2 must be greater than or equal to the totals of instructional and non-instructional rooms needing repair of this table.*

Table B6. BUILDABLE SPACE FOR ADDITIONAL 7x9 CLASSROOMS, SY 2013-2014 (As of March 31, 2014)

Does the school have available buildable space for additional 7x9 classrooms on a vacant lot?

☐ Yes ☐ No

If Yes, how many additional single storey 7x9 classrooms can be constructed? _____

BUILDABLE SPACE FOR ADDITIONAL 7x9 CLASSROOMS (Table B6)

Indicate the number of single storey 7x9 classrooms that can be constructed in the available space in the school site.

💡 *Note: In case, the school head does not have adequate information on the item above, the assistance of the Division Physical Facilities Coordinator/ Division Project Engineer can be asked.*

Table B7. EXISTING NUMBER OF CONDEMNED AND CONDEMNABLE CLASSROOMS, SY 2013-2014 (As of March 31, 2014)

Condemned	Condemnable

EXISTING NUMBER OF CONDEMNED AND CONDEMNABLE CLASSROOMS (Table B7)

Indicate the number of condemned and condemnable classrooms.
For the definitions, please refer to Physical Facilities Data (Tables B1 and B2).

Table B8. EXISTING CLASSROOM FURNITURE, SY 2013-2014 (As of March 31, 2014)

Level of Education	Desks	Chairs/ Armchairs
Kindergarten		
Elementary		

EXISTING CLASSROOM FURNITURE (Table B8)

Count serviceable classroom furniture regardless of funding source

- *Number of Desks* - refers to the total number of serviceable two-seater desks in the school.
- *Number of Chairs/Armchairs* - refers to the total number of serviceable chairs/armchairs in the school.

In case of sets of tables and chairs, count the number of chairs.

Certified True and Correct by :

School Head : _____

Position Title : _____
(*Signature Over Printed Name*)

Date : _____

Checked by District Office :

Head of the Office : _____

Position Title : _____
(*Signature Over Printed Name*)

Date : _____

Verified by the Division Office :

Head of the Office : _____

Position Title : _____
(*Signature Over Printed Name*)

Date : _____

Table B9. EXISTING NUMBER OF TOILET BOWLS, SY 2013-2014 (As of March 31, 2014)

Usage	Toilet Bowls			
	Male	Female	Common (Male & Female)	Total
used by pupils				
used by personnel				
Total				

Note: Toilet bowls located inside and outside the classroom shall be included in the count while those that are being used by both pupils & personnel shall be counted in "used by pupils".

Table C1. AVAILABILITY OF WATER SUPPLY, SY 2013-2014 (As of March 31, 2014)

Water Supply Sources:
(Check as appropriate)

☐ Local Piped Water ☐ Natural Source
☐ Water Well/Deep Well ☐ Without Available Water Supply
☐ Rainwater Catchments

If *Local Piped Water*, check the appropriate water supply provider:

☐ Maynilad ☐ Local water district ☐ Others, please specify _____
☐ Manila Water ☐ Local water cooperative

Average Cost of Monthly Bills/Maintenance: (Please indicate the amount) _____

Who Pays the Cost of Monthly Bills/Maintenance: (Check as appropriate):

☐ School MOOE ☐ School Canteen Fund ☐ PDAF/pork barrel
☐ LGU ☐ Private Individual/Sector
☐ PTA ☐ Others, please specify _____

AVAILABILITY OF WATER SUPPLY (Table C1)

- *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 available water supply* - schools without existing water supply at all.

Certified True and Correct by :

School Head : _____

    (Signature Over Printed Name)

Position Title : _____

Checked by District Office :

Head of the Office : _____

    (Signature Over Printed Name)

Position Title : _____

Table B10. EXISTING NUMBER OF URINALS, SY 2013-2014 (As of March 31, 2014)

Usage	Urinals	
	Individual	Trough
used by pupils		
used by personnel		
Total		

EXISTING NUMBER OF URINALS (Table B10)

- *Individual Urinal* - a single urinal is designed for one male pupil standing upright.
- *Trough or Multiple* - a urinal which can accommodate 3 more pupils at the same time. Only the physical structure shall be counted and not the number of pupils that can be accomodated. A trough shall be counted by row (vertical or horizontal).

Note: Urinals located inside and outside the classroom shall be included in the count while those that are being used by both pupils & personnel shall be counted in "used by pupils".

Table C2. AVAILABILITY OF ELECTRICAL SUPPLY, SY 2013-2014 (As of March 31, 2014)

Electrical Supply Sources:
(Check as appropriate)

☐ Grid Supply ☐ No source of electricity
☐ Generator
☐ Solar Power

If *Grid Supply*, check the appropriate electrical supply provider:

☐ MERALCO ☐ Others, please specify _____
☐ Local Electric Cooperative

Average Cost of Monthly Bills/Maintenance: (Please indicate the amount) _____

Who Pays the Cost of Monthly Bills/Maintenance: (Check as appropriate):

☐ School MOOE ☐ School Canteen Fund ☐ PDAF/pork barrel
☐ LGU ☐ Private Individual/Sector
☐ PTA ☐ Others, please specify _____

AVAILABILITY OF ELECTRICAL SUPPLY (Table C2)

- *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 pan
- *No source of electricity* - schools without existing electrical supply at all.

Verified by the Division Office :

Head of the Office : _____

    (Signature Over Printed Name)

Position Title : _____

Table D. PERSONNEL DATA (Locally-funded and DepEd Subsidized Teachers Working in the School), SY 2013-2014 (As of March 31, 2014)

Class	Funding Source						
	Special Educ. Fund (SEF)		Local Gov't Unit (LGU) funded	PTA-funded	Others	TOTAL Locally-funded	DepEd subsidized *
	Provincial/City	Municipal					
Kindergarten *							
Elementary (excluding ALIVE)							
ALS *							
ALIVE *							

- **PERSONNEL DATA (LOCALLY-FUNDED AND DEPED SUBSIDIZED TEACHERS WORKING IN THE SCHOOL) (Table D) - The data to be entered shall be as of March 31, 2014.**
- *Locally-funded and DepED Subsidized 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.
  - **PTA-funded** – Teachers who receive their salaries through the Parents-Teachers Association (PTA).
  - **Others** – These are teachers who are being funded by neither one of the above.
  - **DepEd subsidized** – These are teachers who are paid by DepEd through honorarium.
  - **ALS** – These are teachers conducting ALS classes in public school.
  - **ALIVE** – These are teachers assigned to teach ALIVE classes.

🖐 *Note:* * - *Those serving two or more schools simultaneously shall be counted only in the school with the most teaching loads or number of learners handled, in that order.*

Table E1. TEACHING RELATED AND NON-TEACHING PERSONNEL DATA (Nationally-funded), SY 2013-2014 (As of March 31, 2014)

POSITIONS ASSIGNED IN THE SCHOOL

NATIONALLY-FUNDED PERSONNEL

Position Title	Number of positions assigned in the school per latest PSI-POP	Number actually working in the school			On leave	Position(s) vacant	DepEd office(s) within the division	DepEd office(s)/ school(s) outside the division	Secondary school(s) within the division	TOTAL	Male	Female	Total	Male	Female	Total	Male	Female	Total
		Male	Female	TOTAL															
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13	Col. 14	Col. 15	Col. 16	Col. 17	Col. 18		
Principal IV																			
Principal III																			
Principal II																			
Principal I																			
Head Teacher V																			
Head Teacher IV																			
Head Teacher III																			
Head Teacher II																			
Head Teacher I																			
Guidance Coordinator/Counselor																			
Security Guard																			
Utility Worker																			
TOTAL																			

Note: header groupings — "Number actually working in the school" spans Col.3 (Male), Col.4 (Female), Col.5 (TOTAL). "Personnel detailed to" spans Col.8, Col.9, Col.10, Col.11 (TOTAL = Col.5+Col.6+Col.7-Col.8-Col.9-Col.10-Col.11). Col.12 TOTAL (Col.5+Col.6+Col.7-Col.11). "Personnel detailed from other school(s)/ DepEd office(s)" spans Col.13 (Male), Col.14 (Female), Col.15 (Total). "TOTAL Nationally-funded personnel working in the school" spans Col.16 Male (Col.3+Col.13), Col.17 Female (Col.4+Col.14), Col.18 Total (Col.16+Col.17).

- **TEACHING RELATED AND NON-TEACHING PERSONNEL DATA (NATIONALLY-FUNDED) (Table E1) - The data to be entered shall be as of March 31, 2014.**

🖐 *Note: For the definitions, please refer to Teaching Personnel Data (Table E2).*

Totals in column 12 must tally with entries in column 2.

Certified True and Correct by :	Checked by District Office :	Verified by the Division Office :
School Head : _____	Head of the Office : _____	Head of the Office : _____
(Signature Over Printed Name)	_(Signature Over Printed Name)_	_(Signature Over Printed Name)_
Position Title : _____	Position Title : _____	Position Title : _____
Date : _____	Date : _____	Date : _____

Print_version GESP 2014_LOSY 04211-14TableadesE1

Table E2. TEACHING PERSONNEL DATA (Nationally-funded), SY 2013-2014 (As of March 31, 2014)

a. Teaching Positions

Position Title	Number of positions assigned in the school per latest PSI-POP	POSITIONS ASSIGNED IN THE SCHOOL				NATIONALLY-FUNDED PERSONNEL												
		Number actually working in the school			On leave	Position(s) vacant	Personnel detailed to				Personnel detailed from other school(s)/ DepEd office(s)			TOTAL Nationally-funded personnel working in the school			
		Male	Female	TOTAL			DepEd office(s) within the division	DepEd office(s)/ school(s) outside the division	Secondary school(s) within the division	TOTAL	Male	Female	Total	Male	Female	Total	
	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12 (Col.5+Col.6+ Col.7+Col.11)	Col. 13	Col. 14	Col. 15	Col. 16 (Col.3+Col.13)	Col. 17 (Col.4+Col.14)	Col. 18 (Col.16+Col.17)
Col. 1																	
Master Teacher III																	
Master Teacher II																	
Master Teacher I																	
Teacher III																	
Teacher II																	
Teacher I																	
SPED Teacher (I-V)																	
TOTAL																	

b. Assignment (Number of teachers actually working in the school):

Handling Grades 1-6																	
Handling SPED classes																	
Handling Kindergarten classes																	
Handling ALS classes (Mobile Teacher)																	
ALS Coordinator																	
Handling Full Time Ancilliary Services																	
TOTAL																	

TEACHING PERSONNEL DATA (NATIONALLY-FUNDED) (Table E2) - The data to be entered shall be as of March 31, 2014.

- *Nationally-funded personnel* - are those teaching, teaching-related 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, teaching-related and non-teaching personnel with plantilla positions who are actually performing their specific assignments in the school, as of March 31, 2014.
- *On leave personnel* - refers to those who are on sick, vacation, study and/or maternity leave as of March 31, 2014.
- *Position(s) vacant* - refers to the plantilla positions that are unfilled as of March 31, 2014.
- *Personnel detailed to DepEd office(s) within the division* - are those assigned/designated to the district office or to the division office.
- *Personnel detailed to DepEd office(s)/school(s) outside the division* - are those assigned/designated to the regional office, to the central office or to other schools whether elementary or secondary schools outside the division.
- *Personnel detailed to Secondary schools(s) within the division* - are those assigned/designated to secondary schools within the division.
- *Personnel detailed from other school(s)/ DepEd office(s)* - are those who are actually working in the school but whose items belong from secondary school(s) or from another DepEd office(s) like the district, the division, the regional, the central office or from other school division(s).

Ⓒ *Note: In Table E2 ₐ, totals in column 12 must tally with entries in column 2.*
     In Table E2 ᵦ, if a teacher is handling two or more assignments, he/she should be counted in his/her assignment where he/she has the most number of loads.
     In Table E2 ᵦ, total in column 18 (Handling Kindergarten classes and Handling Grades 1-6) must tally to Total (Kindergarten to Grade 6) in Table G.
     In Tables E2 ₐ & E2 ᵦ, totals in column 18 must tally with entries in Table F column 7.
     Totals in Tables E2 ₐ & E2 ᵦ must tally.

Certified True and Correct by :   Checked by District Office :   Verified by the Division Office :

School Head   :   Head of the Office   :   Head of the Office   :

Position Title : _____   Position Title : _____   Position Title : _____

         (Signature Over Printed Name)   *(Signature Over Printed Name)*   *(Signature Over Printed Name)*

Position Title : _____   Position Title : _____   Position Title : _____

Date : _____   Date : _____   Date : _____

Table F. TEACHER ASSIGNMENTS (Nationally-funded teachers working in the school), SY 2013-2014 (As of March 31, 2014)

Position Title	Carries full-time class teaching load		Assigned part-time to class teaching,		Assigned full-time to ancillary services	TOTAL
	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		(Col.2+Col.3+Col.4+ Col.5+Col.6)
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7
Master Teacher III						
Master Teacher II						
Master Teacher I						
Teacher III						
Teacher II						
Teacher I						
SPED Teacher (I-V)						
TOTAL						

Note: Totals in column 7 of this table must be equal to the totals in Tables E2a & E2b (column 18 - Total Nationally-funded personnel working in the school).

* TEACHER ASSIGNMENTS (NATIONALLY-FUNDED TEACHERS ACTUALLY WORKING IN THE SCHOOL), (Table F) - The data to be entered shall be as of March 31, 2014.
* Ancillary services - are those rendered as a guidance counselor, librarian, property custodian, office clerk, canteen manager, coordinator (ALS, PE, Boy/Girl Scout, etc.), teacher nurse. Class advisorship is not included.

Table G. NUMBER OF TEACHERS BY GRADE LEVEL (Nationally-funded teachers actually working in the school), SY 2013-2014 (As of March 31, 2014)

Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Total (Kindergarten to Grade 6)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female

Note:
* If a teacher is teaching two or more grade levels, he/she should be counted in grade where his/her teaching load has the most number of teaching loads.
* If a teacher has equal teaching loads like a multi-grade teacher, he/she will be counted in the highest grade level taught.
* Total in this table must tally with the total in Table E2b - Handling Kindergarten classes and Handling Grades 1-6 (column 18)
* Grade 5 and 6 of this table must be less than or equal to Grade 5 and 6 in Table H.

Table H. NUMBER OF TEACHERS BY TEACHING ASSIGNMENT IN GRADE 5 AND 6 (Nationally-funded teachers actually working in the school), SY 2013-2014 (As of March 31, 2014)

Teaching Assignment	Grade 5		Grade 6	
	Male	Female	Male	Female
English				
Mathematics				
Filipino				
Science				
Makabayan				
SIBIKA/HEKASI				
H.E./E.P.P.				
E.K.A.W.P.				
M.S.E.P.				

Note: A teacher who is teaching more than one learning area or grade level can be counted more than once.

Certified True and Correct by :

School Head : _____

Position Title : _____
(Signature Over Printed Name)

Date : _____

Checked by District Office :

Head of the Office : _____

Position Title : _____
(Signature Over Printed Name)

Date : _____

Verified by the Division Office :

Head of the Office : _____

Position Title : _____
(Signature Over Printed Name)

Date : _____

Table I. NUMBER OF COMPUTERS IN THE SCHOOL BY FUNDING SOURCE, SY 2013-2014 (As of March 31, 2014)

	NUMBER OF COMPUTERS BY FUNDING SOURCE							
	DepEd budget	LGU/SEF	PTA-funded	Congress	Foreign funds/donors	Other Gov't. Agencies	Private sector	Others	Total
a. Academic Use									
Computers (Desktop/Notebook/Netbook/Tablet)									
Desktop Virtual Terminal									
b. Computers for Administrative Use									
Computers (Desktop/Notebook/Tablet)									
Desktop Virtual Terminal									
c. Computers Needing Repair									
Computers (Desktop/Notebook/Netbook/Tablet)									
Desktop Virtual Terminal									
TOTAL (a, b & c)									

NUMBER OF COMPUTERS IN THE SCHOOL BY FUNDING SOURCE (Table I)

- Indicate the number of computers according to the following funding sources:
  □ **DepEd budget** - includes computers procured through the DepEd Computerization Program and other similar programs.
  □ **LGU/SEF** - computers procured from the Special Education Fund (SEF) and the budgets of Local Government Units (LGU): provincial, municipal or barangay units.
  □ **PTA-funded** - computers funded from the Parents-Teachers Association (PTA).
  □ **Congress** - computers funded from the Congressional Initiatives, Priority Development Assistance Fund (PDAF), Countrywide Development Fund (CDF), more commonly known as "pork barrel".
  □ **Foreign funds/donors** - computers procured through foreign-assisted projects and bilateral agreements with donor countries.
  □ **Other Gov't Agencies** - computers funded from other government agencies such as DTI, DOST, CICT, etc.
  □ **Private sector** - computers donated by private individuals, corporations, alumni associations, non-government organizations, philanthropic organizations
  □ **Others** - These are computers procured from other sources not listed above.

- **Computers for Academic Use** - are utilized in the classroom/laboratory as an aid to instruction.
- **Computers for Administrative Use** - are for encoding administrative data of the school, e.g. enrolment, attendance, disbursements, financial statements, and other reports.
- **Computers Needing Repair** - refers to damaged computers procured in the last 5 years that can still be repaired (not being used but not yet condemned).
- **Computers** - refers to desktop, laptop, netbook, tablet (ipad/android/etc).
- **Desktop Virtual Terminal** - computer terminal consisting of monitor, keyboard and mouse connected to a terminal device that connects to a computer host (do not count the computer host).

Certified True and Correct by:

School Head : _____

(Signature over Printed Name)

Position Title : _____

Date : _____

Checked by District Office:

Head of the Office : _____

(Signature over Printed Name)

Position Title : _____

Date : _____

Verified by the Division Office:

Head of the Office : _____

(Signature over Printed Name)

Position Title : _____

Date : _____

Table J. DATA ON INTERNET CONNECTIVITY, SY 2013-2014 (As of March 31, 2014)

Availability of internet connection in the school : ☐ Yes   ☐ No

If Yes, check the appropriate internet provider:

☐ SMART   ☐ PLDT   ☐ DIGITEL   ☐ WIT Global (Satellite)
☐ GLOBE   ☐ BAYANTEL   ☐ SUN   ☐ Others, please specify _____

Table J1. NUMBER OF COMPUTERS CONNECTED TO THE INTERNET

Type of Connection	Number of Computers Connected				Bandwidth (in kbps)	CIR (in kbps)
	Academic		Administrative			
	Computers	Desktop Virtual Terminal	Computers	Desktop Virtual Terminal		
Wired						
Fixed Wireless						
Satellite						
USB Modem						

Indicate the number of computers connected to the internet.

Table J2. MONTHLY SERVICE FEE (IN PESOS) OF INTERNET CONNECTION BY FUNDING SOURCE

Type of Connection	Funding Source								
	DepEd budget	LGU/SEF	PTA-funded	Congress	Foreign funds/donors	Other Gov't. Agencies	Private sector	Others	Total
Wired									
Fixed Wireless									
Satellite									
USB Modem									

Indicate the monthly service fee of internet connection by funding source.

Where does the school personnel access internet outside the school to encode E-BEIS data? (Check as appropriate).

☐ District Office   ☐ Internet Cafe   ☐ At Home
☐ Division Office   ☐ Other schools   ☐ Others, please specify _____

DATA ON INTERNET CONNECTIVITY (Table J)

- Indicate the **number** of computers which are connected to the internet through any of the following types of connection:
  - ☐ **Wired** - internet connection using the phone lines from the service provider to client.
  - ☐ **Fixed wireless** - internet connection through radio frequency bands with directional radio antenna on each end of the signal.
  - ☐ **Satellite** - internet connection using satellite dish supplied by internet provider.
  - ☐ **USB Modem** - internet connection using USB dongle.
- **Bandwidth** - refers to maximum speed of internet connection.
- **Committed Internet Rate (CIR)** - refers to the guaranteed average bandwidth of a virtual circuit in a relay network.
- **Monthly service fee** is the amount needed to pay for the internet connection on a monthly basis.

Certified True and Correct by: Checked by District Office: Verified by the Division Office:

School Head :   Head of the Office :   Head of the Office :

Position Title : _____   Position Title : _____   Position Title : _____

_____   _____   _____
(Signature over Printed Name)   (Signature over Printed Name)   (Signature over Printed Name)

_____ Date : _____   Position Title : _____ Date : ____   Position Title : _____ Date : ____

Table K. FEEDING PROGRAM, SY 2013-2014

Does the school have a feeding program?

☐ Yes ☐ No

If Yes, who subsidizes the feeding program? (Check as appropriate).

☐ School MOOE ☐ School's Vegetable Garden/Fish Pond/Livestock

☐ School Canteen Fund ☐ Barangay

☐ LGU ☐ Private Individual/Sector

☐ PTA ☐ Others, please specify _____

Table L. AGRICULTURE AND FISHERY RESOURCES IN THE SCHOOL, SY 2013-2014

Availability of agriculture and fishery resources in the school :
(Check as appropriate).

☐ Vegetable Garden

☐ Fish Pond

☐ Livestock

Table M. MONITORING/VISITS, SY 2013-2014

No. of school visits by the following personnel from:

Offices	No. of school visits
Physical Facilities	
District	
Division	
Regional	
Central	

MONITORING/VISITS (Table M)

- Physical Facilities personnel are those Engineers, PFCs or other personnel from the said office whether they are from District, Division, Region or Central Offices.
- District/Division/Regional/Central personnel are those from the said office other than Physical Facilities personnel.

Table N. NUMBER OF CLASS DAYS, SY 2013-2014

Actual Number of Class Days: _____

NUMBER OF CLASS DAYS (Table N)

Indicate actual number of class days in this school year.

Certified True and Correct by :

School Head : _____

Position Title : _____

(Signature Over Printed Name)

Date : _____

Checked by District Office :

Head of the Office : _____

Position Title : _____

(Signature Over Printed Name)

Date : _____

Verified by the Division Office:

Head of the Office : _____

Position Title : _____

(Signature Over Printed Name)

Date : _____

Table O. DISASTERS/CALAMITIES, SY 2013-2014

In the past school year, were there any occurrences of the incidences listed below in your school and immediate surroundings?

(If applicable, check under the months that these occurred.)

Disasters/Calamities	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
Natural Hazards										
Tropical Cyclones *(Storm, Typhoon, Tropical Depression, etc.)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Tsunami	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Storm Surge	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Flood	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Drought	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Earthquake	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Volcanic Eruption	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Landslide	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fire *(includes forest fire, fires as consequence of natural disasters such as typhoons and earthquakes)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Human-Induced Hazards										
Fire *(Electrical wiring failure, etc.)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Structural collapse *(as a result of engineering failures)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Oil Spill	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Security threat as a result of civilian violence *(bomb threats, kidnapping threats, hostage taking, shooting, etc.)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Armed conflict as a result of organized crime *(terrorism, siege, etc.)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Health Threat *(i.e. Dengue, Malaria, Measles, food poisoning, disease outbreak)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Crime against student/s *(murder/homicide, physical injury, rape, sexual harassment, etc.)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Crime against teacher/s *(murder/homicide, physical injury, rape, sexual harassment, etc.)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Crime against school property *(theft, robbery, arson)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Others. Please specify _____	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Result of Disaster Incidences										
School Used as an Evacuation Center	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

See DepEd Order for the definitions.

Table P. VULNERABILITIES, SY 2013-2014

In your opinion, what are the top 3 conditions, circumstances or features of your schools and the surrounding environment that increase your vulnerability or put life and property at great risk to natural and human-induced disasters?

1. _____

2. _____

3. _____

💡 *Note: This table should not be left blank.*

Certified True and Correct by :   *Checked by District Office :*

School Head : _____   *Head of the Office :* _____

(Signature Over Printed Name)   *(Signature Over Printed Name)*

Position Title : _____ *Date :* _____   *Position Title :* _____ *Date :* _____

Verified by the Division Office:

Head of the Office : _____

(Signature Over Printed Name)

Position Title : _____ *Date :* _____

(Enclosure No. 2 to DepEd Order No. 23, s. 2014)

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

GOVERNMENT SECONDARY SCHOOL PROFILE
(END OF THE SY DATA, AS OF MARCH 31)

Municipality ID

School ID

INSTRUCTIONS

This form shall be accomplished by the head of all government secondary schools. In the case of schools with annexes, extensions, etc., a separate school profile form shall be accomplished by every annex, extension, etc.

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/She shall submit the accomplished forms to the respective Division Office on or before <u>May 16, 2014</u>.

Important: Read the definitions/instructions found at the bottom of each table before filling up the form. No item should be left blank. Instead, "zero (0)" or "not applicable (n/a)" shall be written. Shaded boxes shall not be filled.

SCHOOL INFORMATION
SY 2013-2014

Name of School : _____
(Official name)

_____
(If renamed, please indicate old name.)

Address :

\# ____ _____   _____
Street/Sitio/Purok   Barangay

_____   _____
Municipality   Province/City

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

Integrated School
(Please check appropriate box if the school is offering both elementary and secondary levels.)

☐ Yes (Please indicate School ID of Elementary level)

Elementary SchoolID: ☐☐☐☐☐☐

☐ No

Annex/Extension School
(Please check appropriate box if the school is an annex/extension school.)

☐ Yes (Please indicate School ID of the Mother School)

Mother SchoolID: ☐☐☐☐☐☐

☐ No

Certified True and Correct by :

School Head : _____
(Signature Over Printed Name)

Position Title : _____
Date :

Verified by the Division Office :

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

Position Title : _____
Date :

Table A. STUDENT DATA, SY 2013-2014 (As of March 31, 2014) - Regular & SPED

Particulars	Grade 7		Grade 8		Grade 9 (Year 3)		Grade 10 (Year 4)		Grade 11 (Modelling)		Grade 12 (Modelling)		TOTAL (Grades 7-12)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment														
Number of Promotees/Graduates														
Number of Dropouts														
Number of Transferees In														
Number of Transferees Out														
Number of Late Enrollees														
Number of Continuing Students														

STUDENT DATA (Table A) - The data to be entered cover this school year as of March 31, 2014 and shall be distributed by year level and by sex.

- *Enrolment* - includes all students enrolled in the school, as of March 31.
- *Number of Promotees/Graduates* - In years 1 to 3, promotees refer to students who successfully completed the year level. In Year 4, this refer to students who completed the secondary level or the graduates of the level.
- *Number of Dropouts* - refers to students who left school before completing the prescribed year level within the specified school year from June 08 onwards and should not be included in the total enrolment as of the same date.
- *Number of Transferees In* - refers to students who entered the school from another school, either government or private from June 08 onwards.
- *Number of Transferees Out* - refers to students who left school to enter another school as evidence by the request for permanent record (Form 137) from June 08 onwards and should not be included in the total enrolment as of the same d...
- *Number of Late Enrollees* - refers to students who entered the school after the cut-off date of June 07, i.e., from June 08 onwards.
- *Number of Continuing Students* - refers to students who were enrolled in Alternative Delivery Mode (ADM) as defined in the DepED Order 54, s. 2012 and who have not yet completed the requirements for the year level.

Certified True and Correct by :

School Head : _____
(Signature Over Printed Name)

Position Title : _____
Date :

Verified by the Division Office :

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

Position Title : _____
Date :

Table B1. EXISTING NUMBER OF INSTRUCTIONAL ROOMS IN THE SCHOOL BY STATUS, SY 2013-2014 (As of March 31, 2014)

Category	Instructional Rooms							
	Used as academic classrooms	Used as Science Laboratories	Used as H.E. rooms	Used as I.A./ Workshops	Used as computer rooms	Used for SPED classes	Not currently used	Total Instructional Rooms
Standard								
Complete								
Incomplete								
Non-Standard/Makeshift rooms								
Total								

Table B2. EXISTING NUMBER OF NON- INSTRUCTIONAL ROOMS IN THE SCHOOL BY STATUS, SY 2013-2014 (As of March 31, 2014)

Status	Non-Instructional Rooms						
	Used as libraries	Used as clinic	Used as canteen	Used as offices	Other uses	Not currently used	Total Non-instructional Rooms
Complete							
Incomplete							
Total							

PHYSICAL FACILITIES DATA (Tables B1 and B2)

EXISTING NUMBER OF INSTRUCTIONAL AND NON-INSTRUCTIONAL ROOMS (Condemned/condemnable instructional and non-instructional rooms are not to be included.)

EXISTING NUMBER OF INSTRUCTIONAL ROOMS

Enter the number of rooms currently being used and not currently being used for *instructional and non-instructional purposes, regardless of funding source* , in the appropriate boxes.

The columns for Totals shall include those currently being used and not currently being used.

- *Instructional rooms* - refer to rooms use for instructions **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.)*

- *Standard* - refer to rooms which are safe and usable, (whether complete or partially incomplete classroom construction) and having the standard dimensions as defined in the instructional rooms.
  - □ *Complete classrooms construction* - refer to school building projects which were completed within the contract duration period and have the following features:
    cemented floor; smooth finished walls; painted walls, ceiling and roofing; full cathedral type ceiling; complete set of windows; entrances with doors; complete electrical wires and fixtures
    (for areas with electricity); roofing or weather protection; blackboard and toilet (optional).
  - □ *Incomplete classrooms construction* - refer to school building projects which were not completed within the contract duration period but follow the correct dimensions and materials.

- *Non-Standard/Makeshift rooms* - refer to safe and usable rooms which are considered temporary structures as a means of easing up classrooms shortage and/or temporary shelter during emergencies.
  These also refer to rooms which do not meet the prescribed standard dimensions and may basically made of bamboo, nipa, cogon, lumber and other light materials.

- *Condemnable 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, based on joint evaluation of PFSED, Municipal Engineer & COA official.

- *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, with approval of PFSED, Municipal Engineer and COA for condemnation.

- *Note: Non-instructional rooms used for two or more purposes such as library, office or clinic, shall be counted separately.*
  - *Tables B1 and B2 must be greater than or equal to the totals of instructional and non-instructional rooms needing repair of Table B5.*
  - *Tables B1 and B2 must be equal to the totals of instructional and non-instructional rooms by funding source of Table B3.*

Certified True and Correct by :

School Head   :

Position Title   :   _____

      (Signature Over Printed Name)

Date : _____

Verified by the Division Office :

Head of the Office :

Position Title   :   _____

      (Signature Over Printed Name)

Date : _____

Table B3. EXISTING NUMBER OF ROOMS IN THE SCHOOL BY FUNDING SOURCE, SY 2013-2014 (As of March 31, 2014)

Type of Room	DepEd budget	DepEd with counterpart funds	LGU/SEF	PTA-funded	Congress	Foreign funds/ donors	Private sector	Others	Total
Instructional Rooms *(refer to Table B1)*									
Non-Instructional Rooms *(refer to Table B2)*									
TOTAL									

NUMBER OF INSTRUCTIONAL ROOMS ACCORDING TO FUNDING SOURCE (Table B3)

Based on the total instructional and non-instructional rooms in Tables C1 and C2, indicate the number of the rooms according to the following funding sources:

* **DepEd budget** - includes classrooms and other instructional rooms funded from the Regular School Building Program implemented by the Department of Public Works and Highways (DPWH) and DepEd (for Red and Black Schools)
* **DepEd with counterpart funds** – rooms constructed using DepED funds with counterpart of at least 10% from other sources.
* **LGU/SEF** - classrooms and other instructional rooms funded from the Special Education Fund (SEF) and the budgets of Local Government Units (LGU): provincial, municipal or barangay units.
* **PTA-funded** - includes classrooms and other instructional rooms funded by the Parents-Teachers Association (PTA).
* **Congress** - includes classrooms and other instructional rooms funded from the Congressional Initiatives, Priority Development Assistance Fund (PDAF), Countrywide Development Fund (CDF), more commonly known as "pork barrel".
* **Foreign funds/donors** - includes classrooms and other instructional rooms funded from foreign-assisted projects and bilateral agreements with donor countries.
* **Private sector** - includes classrooms and other instructional rooms funded through donations of private individuals, corporations, alumni associations, non-government organizations and philanthropic organizations.
* **Others** - these are rooms which are funded by other sources not listed above.

Note: Totals in this table shall tally with the totals in Tables B1 and B2, respectively.

Table B4. NUMBER OF ON-GOING CONSTRUCTION BY FUNDING SOURCE, SY 2013-2014 (As of March 31, 2014)

Type of Room	DepEd budget	DepEd with counterpart funds	LGU/SEF	PTA-funded	Congress	Foreign funds/ donors	Private sector	Others	Total
Instructional Rooms									
Non-Instructional Rooms									
TOTAL									

NUMBER OF ROOMS IN THE SCHOOL WITH ON-GOING CONSTRUCTION BY FUNDING SOURCE (Table B4)

* **On-going construction** - are school building projects in the process of implementation or projects with actual works being undertaken in the project site and considered not yet completed.

Certified True and Correct by :

School Head :

_____
(Signature Over Printed Name)

Position Title : _____

Date : _____

Verified by the Division Office :

Head of the Office :

_____
(Signature Over Printed Name)

Position Title : _____

Date : _____

Table B5. NUMBER OF INSTRUCTIONAL AND NON-INSTRUCTIONAL ROOMS NEEDING REPAIR, SY 2013-2014 (As of March 31, 2014)

Type of Room	Types of Repair		
	Major	Minor	Total
Instructional Rooms			
Non-Instructional Rooms			
TOTAL			

NUMBER OF INSTRUCTIONAL AND NON-INSTRUCTIONAL ROOMS NEEDING REPAIR (Table B5)

Indicate the number of instructional rooms by type of repair needed.

- *Major Repair* - repair or replacement of schoolbuilding components which are subjected to critical structural loads and stresses and which are estimated to cost ten percent (10%) or more of the cost of a standard building unit such as roof frames, posts and exterior walls.
- *Minor Repair* - repair or replacement of schoolbuilding components which are not subjected to critical structural loads and stresses and which are estimated to cost less than ten percent (10%) of the cost of a standard building unit such as repair of windows, doors, partitions and the like.

> *Note:* *Tables B1 and B2 must be greater than or equal to the totals of instructional and non-instructional rooms needing repair of this table.*

Table B6. BUILDABLE SPACE FOR ADDITIONAL 7x9 CLASSROOMS, SY 2013-2014 (As of March 31, 2014)

Does the school have available buildable space for additional 7x9 classrooms on a vacant lot?

☐ Yes   ☐ No

If Yes, how many additional single storey 7x9 classrooms can be constructed? _____

> *Note:* *In case, the school head does not have adequate information on the item above, the assistance of the Division Physical Facilities Coordinator/ Division Project Engineer can be asked.*

BUILDABLE SPACE FOR ADDITIONAL 7x9 CLASSROOMS (Table B6)

Indicate the number of single storey 7x9 classrooms that can be constructed in the available space in the school site.

Table B7. EXISTING NUMBER OF CONDEMNED AND CONDEMNABLE CLASSROOMS, SY 2013-2014 (As of March 31, 2014)

Condemned	Condemnable

EXISTING NUMBER OF CONDEMNED AND CONDEMNABLE CLASSROOMS (Table B7)

Indicate the number of condemned and condemnable classrooms.

For the definitions, please refer to Physical Facilities Data (Tables B1 and B2).

Table B8. EXISTING CLASSROOM FURNITURE, SY 2013-2014 (As of March 31, 2014)

Classroom Furniture for Students	Desks	Chairs/ Armchairs

EXISTING CLASSROOM FURNITURE (Table B8)

Count serviceable classroom furniture regardless of funding source

- *Number of Desks* - refers to the total number of serviceable two-seater desks in the school.
- *Number of Chairs/Armchairs* - refers to the total number of serviceable chairs/armchairs in the school.

In case of sets of tables and chairs, count the number of chairs.

Table B9. EXISTING NUMBER OF TOILET BOWLS, SY 2013-2014 (As of March 31, 2014)

Usage	Toilet Bowls			
	Male	Female	Common (Male & Female)	Total
used by students				
used by personnel				
Total				

Note: *Toilet bowls located inside and outside the classroom shall be included in the count while those that are being used by both students & personnel shall be counted in "used by students".*

Table B10. EXISTING NUMBER OF URINALS, SY 2013-2014 (As of March 31, 2014)

Usage	Urinals	
	Individual	Trough
used by students		
used by personnel		
Total		

EXISTING NUMBER OF URINALS (Table B10)

- *Individual Urinal* - a single urinal is designed for one male student standing upright.
- *Trough or Multiple* - a urinal which can accommodate 3 more students at the same time. Only the physical structure shall be counted and not the number of students that can be accomodated. A trough shall be counted by row (vertical or horizontal).

Note: *Urinals located inside and outside the classroom shall be included in the count while those that are being used by both students & personnel shall be counted in "used by students".*

Table C1. AVAILABILITY OF WATER SUPPLY, SY 2013-2014 (As of March 31, 2014)

Water Supply Sources:
(Check as appropriate)

- ☐ Local Piped Water
- ☐ Water Well/Deep Well
- ☐ Rainwater Catchments
- ☐ Natural Source
- ☐ Without Available Water Supply

If *Local Piped Water*, check the appropriate water supply provider:

- ☐ Maynilad
- ☐ Manila Water
- ☐ Local water district
- ☐ Local water cooperative
- ☐ Others, please specify _____

Average Cost of Monthly Bills/Maintenance: (Please indicate the amount) _____
Who Pays the Cost of Monthly Bills/Maintenance: (Check as appropriate):

- ☐ School MOOE
- ☐ LGU
- ☐ PTA
- ☐ School Canteen Fund
- ☐ Private Individual/Sector
- ☐ Others, please specify _____
- ☐ PDAF/pork barrel

Table C2. AVAILABILITY OF ELECTRICAL SUPPLY, SY 2013-2014 (As of March 31, 2014)

Electrical Supply Sources:
(Check as appropriate)

- ☐ Grid Supply
- ☐ Generator
- ☐ Solar Power
- ☐ No source of electricity

If *Grid Supply*, check the appropriate electrical supply provider:

- ☐ MERALCO
- ☐ Local Electric Cooperative
- ☐ Others, please specify _____

Average Cost of Monthly Bills/Maintenance: (Please indicate the amount) _____
Who Pays the Cost of Monthly Bills/Maintenance: (Check as appropriate):

- ☐ School MOOE
- ☐ LGU
- ☐ PTA
- ☐ School Canteen Fund
- ☐ Private Individual/Sector
- ☐ Others, please specify _____
- ☐ PDAF/pork barrel

AVAILABILITY OF WATER SUPPLY (Table C1)

- *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 available water supply* - schools without existing water supply at all.

AVAILABILITY OF ELECTRICAL SUPPLY (Table C2)

- *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.
- *No source of electricity* - schools without existing electrical supply at all.

Certified True and Correct by :

School Head :

_____
(Signature Over Printed Name)

Position Title : _____

Date : _____

Verified by the Division Office :

Head of the Office : _____

Position Title : _____

_____
(Signature Over Printed Name)

Date : _____

Table D. PERSONNEL DATA (Locally-funded and DepEd Subsidized Teachers Working in the School), SY 2013-2014 (As of March 31, 2014)

Class	Funding Source							
	Special Educ. Fund (SEF)		Local Gov't Unit (LGU) funded	PTA-funded	Others	TOTAL Locally-funded	DepEd subsidized *	
	Provincial/City	Municipal						
Secondary (excluding ALIVE)								
ALS *								
ALIVE *								

* **PERSONNEL DATA (LOCALLY-FUNDED AND DEPED SUBSIDIZED TEACHERS WORKING IN THE SCHOOL), (Table D)** - The data to be entered shall be as of March 31, 2014.

* *Locally-funded and DepED Subsidized 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.
  - *PTA-funded* – Teachers who receive their salaries through the Parents-Teachers Association (PTA).
  - *Others* – These are teachers who are being funded by neither one of the above.
  - *DepEd subsidized* – These are teachers who are paid by DepEd through honorarium.
  - *ALS* – These are teachers conducting ALS classes in public school.
  - *ALIVE* – These are teachers assigned to teach ALIVE classes.

Note: * - *Those serving two or more schools simultaneously shall be counted only in the school with the most teaching loads or number of learners handled, in that order.*

Table E1. TEACHING RELATED AND NON-TEACHING PERSONNEL DATA (Nationally-funded), SY 2013-2014 (As of March 31, 2014)

SCHOOL PLANTILLA ITEMS — NATIONALLY-FUNDED PERSONNEL

Position Title	Number of plantilla items in school per latest PSI-POP	Number actually working in the school			On leave	Plantilla item(s) vacant	Plantilla personnel detailed to					Plantilla personnel borrowed/detailed from other school(s)/ DepEd office(s)			TOTAL. Nationally-funded personnel working in the school		
		Male	Female	Total			DepEd office(s)/ sec. school(s) within the division	DepEd office(s)/ school(s) outside the division	Elementary school(s) within the division	TOTAL	TOTAL (Col.5+Col.6+ Col.7+ Col.11)	Male	Female	Total	Male	Female	Total
	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13	Col. 14	Col. 15	Col. 16 (Col.3+Col.13)	Col. 17 (Col.4+Col.14)	Col. 18 (Col.16+Col.17)
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																	
Bookkeeper/Senior Bookkeeper																	
Disbursing Officer I-II																	
TOTAL																	

TEACHING RELATED AND NON-TEACHING PERSONNEL DATA (NATIONALLY-FUNDED) (Table E1) - The data to be entered shall be as of March 31, 2014.

Note: *For the definitions, please refer to Teaching Personnel Data (Table E2).*
Totals in column 12 must tally with entries in column 2.

Certified True and Correct by :

School Head : _____

(Signature Over Printed Name)

Position Title : _____

Date : _____

Verified by the Division Office :

Head of the Office : _____

(Signature Over Printed Name)

Position Title : _____

Date : _____

Table E2. TEACHING PERSONNEL DATA (Nationally-funded), SY 2013-2014 (As of March 31, 2014)

NATIONALLY-FUNDED PERSONNEL

Position Title	Number of plantilla items in school per latest PSI-POP	Number actually working in the school			On leave	Plantilla item(s) vacant	SCHOOL PLANTILLA ITEMS — Plantilla personnel detailed to					Plantilla personnel borrowed/detailed from other school(s)/ DepEd office(s)			TOTAL. Nationally-funded personnel working in the school		
		Male	Female	Total			DepEd office(s)/ sec. school(s) within the division	DepEd office(s)/ school(s) outside the division	Elementary schools within the division	TOTAL	TOTAL (Col.5+Col.6+ Col.7+ Col.11)	Male	Female	Total	Male	Female	Total
	Col.2	Col.3	Col.4	Col.5	Col.6	Col.7	Col.8	Col.9	Col.10	Col.11	Col.12	Col.13	Col.14	Col.15	Col.16	Col.17	Col.18
Col.1															(Col.3+Col.13)	(Col.4+Col.14)	(Col.16+Col.17)
a. Teaching Positions																	
Instructor I-III																	
Master Teacher III																	
Master Teacher II																	
Master Teacher I																	
Teacher III																	
Teacher II																	
Teacher I																	
SPED Teacher (I-V)																	
TOTAL																	
b. Assignment (Number of teachers actually working in the school):																	
Handling Years 1-4																	
Handling SPED classes																	
Handling Full Time Ancillary Services																	
TOTAL																	

TEACHING PERSONNEL DATA (NATIONALLY-FUNDED) (Table E2) - The data to be entered shall be as of March 31, 2014.

- **Nationally-funded personnel** - are those teaching, teaching-related 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, teaching-related and non-teaching personnel with plantilla positions who are actually performing their specific assignments in the school, as of March 31, 2014.
- **On leave personnel** - refers to those who are on sick, vacation, study and/or maternity leave as of March 31, 2014.
- **Plantilla item(s) vacant** - refers to the plantilla positions that are unfilled as of March 31, 2014.
- **Plantilla personnel detailed to DepEd office(s)/sec. school(s) within the division** - are those assigned/designated to the division office or to other secondary schools within the division.
- **Plantilla personnel detailed to DepEd office(s)/school(s) outside the division** - are those assigned/designated to the regional office, to the central office or to other schools whether elementary or secondary schools outside the division.
- **Plantilla personnel detailed to Elementary school(s) within the division** - are those assigned/designated to elementary schools within the division.
- **Plantilla personnel borrowed/detailed from other school(s)/ DepEd office(s)** - are those who are actually working in the school but whose items belong from elementary/secondary school(s) or from another DepED office(s) like the division, the regional, the central office or from other school division(s).

📢 **Note:** *In Table E2 ₐ, totals in column 12 must tally with entries in column 2.*
In Table E2 ᵦ, if a teacher is handling two or more assignments, he/she should be counted in his/her assignment where he/she has the most number of loads.
In Tables E2 ₐ & E2 ᵦ, totals in column 18 must tally with entries in Table F column 7.
Totals in Tables E2 ₐ & E2 ᵦ must tally.

Certified True and Correct by :   Verified by the Division Office :

School Head : _____   Head of the Office : _____

Position Title : _____   Position Title : _____

_____   _____
(Signature Over Printed Name)   (Signature Over Printed Name)

Position Title : _____ Date : _____   Position Title : _____ Date : _____

Table F. TEACHER ASSIGNMENTS (Nationally-funded teachers working in the school), SY 2013-2014 (As of March 31, 2014)

Position Title	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	Assigned to ancillary services as additional load	Class teaching 200 min. per day or more	Class teaching less than 200 min. per day		
	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7
Col. 1						
Instructor I-III						
Master Teacher III						
Master Teacher II						
Master Teacher I						
Teacher III						
Teacher II						
Teacher I						
SPED Teacher (I-V)						
TOTAL						

💡 Note: *Totals in column 7 of this table must be equal to the totals in Tables E2ₐ & E2ᵦ (column 18 - Total Nationally-funded personnel working in the school).*

TEACHER ASSIGNMENTS (NATIONALLY-FUNDED TEACHERS ACTUALLY WORKING IN THE SCHOOL) (Table F) - The data to be entered shall be as of March 31, 2014.

- *Ancillary services* - are those rendered as a guidance counselor, librarian, property custodian, office clerk, canteen manager, coordinator (ALS, PE, Boy/Girl Scout, etc.), teacher nurse. Class advisorship is not included.

Certified True and Correct by :

School Head   : _____
                        (Signature Over Printed Name)

Position Title   : _____

Date : _____

Verified by the Division Office :

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

Position Title   : _____

Date : _____

Table G. NUMBER OF TEACHERS BY TEACHING ASSIGNMENT AND BY GRADE/YEAR LEVEL
(Nationally-funded teachers only), SY 2013-2014 (As of March 31, 2014)

Teaching Assignment	Grade 7		Grade 8		Grade 9 (Year 3)		Grade 10 (Year 4)	
	Male	Female	Male	Female	Male	Female	Male	Female
English								
Mathematics								
Filipino								
Science								
General Science								
Biology								
Chemistry								
Physics								
Makabayan								
Araling Panlipunan								
T L E								
Values Educ.								
Music and/or Arts								
P E and/or Health								

NUMBER OF TEACHERS BY TEACHING ASSIGNMENT AND BY YEAR LEVEL (Table G)

Note: A teacher who is teaching more than one learning area or year level can be counted more than once.

Table H. NUMBER OF TEACHERS BY TEACHING ASSIGNMENT AND BY AREA OF SPECIALIZATION
(Nationally-funded teachers only), SY 2013-2014 (As of March 31, 2014)

Teaching Assignment	With Major/ Minor	Not Their Major/ Minor	Total
English			
Mathematics			
Filipino			
Science			
General Science			
Biology			
Chemistry			
Physics			
Makabayan			
Araling Panlipunan			
T L E			
Values Educ.			
Music and/or Arts			
P E and/or Health			

NUMBER OF TEACHERS BY TEACHING ASSIGNMENT AND BY AREA OF SPECIALIZATION (Table H)
- *With Major/Minor* - number of teachers who have specialization in the subject area they are teaching.
- *Not Their Major/Minor* - number of teachers who have NO specialization in the subject area they are teaching.

Note: A teacher handling more than one subject area can be counted more than once.

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

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

Table I. NUMBER OF COMPUTERS IN THE SCHOOL BY FUNDING SOURCE, SY 2013-2014 (As of March 31, 2014)

	NUMBER OF COMPUTERS BY FUNDING SOURCE								
	DepEd budget	LGU/SEF	PTA-funded	Congress	Foreign funds/donors	Other Gov't. Agencies	Private sector	Others	Total
a. Academic Use									
Computers (Desktop/Notebook/Netbook/Tablet)									
Desktop Virtual Terminal									
b. Computers for Administrative Use									
Computers (Desktop/Notebook/Netbook/Tablet)									
Desktop Virtual Terminal									
c. Computers Needing Repair									
Computers (Desktop/Notebook/Netbook/Tablet)									
Desktop Virtual Terminal									
TOTAL (a, b & c)									

NUMBER OF COMPUTERS IN THE SCHOOL BY FUNDING SOURCE (Table I)

- Indicate the number of computers according to the following funding sources:

  □ **DepEd budget** - includes computers procured through the DepEd Computerization Program and other similar programs.

  □ **LGU/SEF** - computers procured from the Special Education Fund (SEF) and the budgets of Local Government Units (LGU): provincial, municipal or barangay units.

  □ **PTA-funded** - computers funded from the Parents-Teachers Association (PTA).

  □ **Congress** - computers funded from the Congressional Initiatives, Priority Development Assistance Fund (PDAF), Countrywide Development Fund (CDF), more commonly known as "pork barrel".

  □ **Foreign funds/donors** - computers procured through foreign-assisted projects and bilateral agreements with donor countries.

  □ **Other Gov't Agencies** - computers funded from other government agencies such as DTI, DOST, CICT, etc.

  □ **Private sector** - computers donated by private individuals, corporations, alumni associations, non-government organizations, philanthropic organizations

  □ **Others** - These are computers procured from other sources not listed above.

- **Computers for Academic Use** - are utilized in the classroom/laboratory as an aid to instruction.
- **Computers for Administrative Use** - are for encoding administrative data of the school, e.g. enrolment, attendance, disbursements, financial statements, and other reports.
- **Computers Needing Repair** - refers to damaged computers procured in the last 5 years that can still be repaired (not being used but not yet condemned).
- **Computers** - refers to desktop, laptop, netbook, tablet (ipad/android/etc).
- **Desktop Virtual Terminal** - computer terminal consisting of monitor, keyboard and mouse connected to a terminal device that connects to a computer host (do not count the computer host).

Certified True and Correct by:

School Head : _____

(*Signature over Printed Name*)

Position Title : _____

Date : _____

Verified by the Division Office:

Head of the Office : _____

(*Signature over Printed Name*)

Position Title : _____

Date : _____

Table.J. DATA ON INTERNET CONNECTIVITY, SY 2013-2014 (As of March 31, 2014)

Availability of internet connection in the school : ☐ Yes ☐ No

If *Yes*, check the appropriate internet provider:

☐ SMART ☐ PLDT ☐ DIGITEL ☐ WIT Global (Satellite)

☐ GLOBE ☐ BAYANTEL ☐ SUN ☐ Others, please specify _____

Table J1. NUMBER OF COMPUTERS CONNECTED TO THE INTERNET

Type of Connection	Number of Computers Connected				Bandwidth (in kbps)	CIR (in kbps)
	Academic		Administrative			
	Computers	Desktop Virtual Terminal	Computers	Desktop Virtual Terminal		
Wired						
Fixed Wireless						
Satellite						
USB Modem						

Indicate the number of computers connected to the internet.

Table J2. MONTHLY SERVICE FEE (IN PESOS) OF INTERNET CONNECTION BY FUNDING SOURCE

Type of Connection	Funding Source								
	DepEd budget	LGU/SEF	PTA-funded	Congress	Foreign funds/donors	Other Gov't. Agencies	Private sector	Others	Total
Wired									
Fixed Wireless									
Satellite									
USB Modem									

Indicate the monthly service fee of internet connection by funding source.

Where does the school personnel access internet outside the school to encode E-BEIS data? (Check as appropriate).

☐ District Office ☐ Internet Cafe ☐ At Home

☐ Division Office ☐ Other schools ☐ Others, please specify _____

DATA ON INTERNET CONNECTIVITY (Table J)

▪ Indicate the **number** of computers which are connected to the internet through any of the following types of connection:

☐ *Wired* - internet connection using the phone lines from the service provider to client.

☐ *Fixed wireless* - internet connection through radio frequency bands with directional radio antenna on each end of the signal.

☐ *Satellite* - internet connection using satellite dish supplied by internet provider.

☐ *USB Modem* - internet connection using USB dongle.

▪ *Bandwidth* - refers to maximum speed of internet connection.

▪ *Committed Internet Rate (CIR)* - refers to the guaranteed average bandwidth of a virtual circuit in a relay network.

▪ *Monthly service fee* is the amount needed to pay for the internet connection on a monthly basis.

Certified True and Correct by:

School Head : _____

(Signature over Printed Name)

Position Title : _____

Date : _____

Verified by the Division Office:

Head of the Office : _____

(Signature over Printed Name)

Position Title : _____

Date : _____

Table K. FEEDING PROGRAM, SY 2013-2014

Does the school have a feeding program?

☐ Yes   ☐ No

If Yes, who subsidizes the feeding program? (Check as appropriate).

☐ School MOOE   ☐ School's Vegetable Garden/Fish Pond/Livestock

☐ School Canteen Fund   ☐ Barangay

☐ LGU   ☐ Private Individual/Sector

☐ PTA   ☐ Others, please specify _____

Table L. AGRICULTURE AND FISHERY RESOURCES IN THE SCHOOL, SY 2013-2014

Availability of agriculture and fishery resources in the school :
(Check as appropriate).

☐ Vegetable Garden

☐ Fish Pond

☐ Livestock

Table M. MONITORING/VISITS, SY 2013-2014

No. of school visits by the following personnel from:

Offices	No. of school visits
Physical Facilities	
District	
Division	
Regional	
Central	

MONITORING/VISITS (Table M)

- Physical Facilities personnel are those Engineers, PFCs or other personnel from the said office whether they are from District, Division, Region or Central Offices.
- District/Division/Regional/Central personnel are those from the said office other than Physical Facilities personnel.

Table N. NUMBER OF CLASS DAYS, SY 2013-2014

Actual Number of Class Days: _____

NUMBER OF CLASS DAYS (Table N)

Indicate actual number of class days in this school year.

Certified True and Correct by :

School Head : _____

(Signature Over Printed Name)

Position Title : _____   *Date :* _____

Verified by the Division Office:

Head of the Office : _____

(Signature Over Printed Name)

Position Title : _____   *Date :* _____

Table O. DISASTERS/CALAMITIES, SY 2013-2014

In the past school year, were there any occurrences of the incidences listed below in your school and immediate surroundings?
(If applicable, check under the months that these occurred.)

Disasters/Calamities	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
Natural Hazards										
Tropical Cyclones *(Storm, Typhoon, Tropical Depression, etc.)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Tsunami	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Storm Surge	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Flood	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Drought	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Earthquake	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Volcanic Eruption	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Landslide	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fire *(includes forest fire, fires as consequence of natural disasters such as typhoons and earthquakes)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Human-Induced Hazards										
Fire *(Electrical wiring failure, etc.)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Structural collapse *(as a result of engineering failures)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Oil Spill	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Security threat as a result of civilian violence *(bomb threats, kidnapping threats, hostage taking, shooting, etc.)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Armed conflict as a result of organized crime *(terrorism, siege, etc.)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Health Threat *(i.e. Dengue, Malaria, Measles, food poisoning, disease outbreak)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Crime against student/s *(murder/homicide, physical injury, rape, sexual harassment, etc.)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Crime against teacher/s *(murder/homicide, physical injury, rape, sexual harassment, etc.)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Crime against school property *(theft, robbery, arson)*	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Others. Please specify _____	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Result of Disaster Incidences										
School Used as an Evacuation Center	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

See DepEd Order for the definitions.

Table P. VULNERABILITIES, SY 2013-2014

In your opinion, what are the top 3 conditions, circumstances or features of your schools and the surrounding environment that increase your vulnerability or put life and property at great risk to natural and human-induced disasters?

1. _____

2. _____

3. _____

💡 *Note: This table should not be left blank.*

Certified True and Correct by :

School Head : _____

(Signature Over Printed Name)

Position Title : _____ *Date :* _____

Verified by the Division Office:

Head of the Office : _____

(Signature Over Printed Name)

Position Title : _____ *Date :* _____

Forest fire – fires in forest that covers extensive damage. They may start by natural causes such as volcanic eruptions or lightning or they may be caused by arsonists or careless smokers, by those burning wood, or by clearing a forest area.[6]

Flood – significant rise of water level in a stream, lake, reservoir or coastal region.[7]

Hazard - A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation[8]

Landslide – any kind of moderate to rapid soil movement including lahar, mudslide, debris flow. A landslide is the movement of soil or rock controlled by gravity and the speed of the movement usually ranges between slow and rapid, but not very slow. It can be superficial or deep, but the materials have to make up a mass that is a portion of the slope or the slope itself. The movement has to be downward and outward with a free face.

Oil spill – the pollution of air or water due to the accidental release of oil and other chemicals. One is considered exposed to chemicals by inhaling, or by the chemical coming in contact with food, water, medicine or clothing thus making it hazardous to pupils/students

Storm surge- is a rise of seawater above normal sea level on the coast, generated by the action of weather elements such as cyclonic wind and atmospheric pressure. Sea level is raised and driven towards the coast. Where the depth is shallow and the slope of the sea bed is gradual, the natural flow of the water is delayed by the effect of friction on the sea bed. As more water moves from the sea to the coast excess water piles up on the shore line. This piling up of water makes a large volume of water which might eventually flow into the hinterland some distance from the coast.

Structural collapse – the loss of the structure integrity of a building, causing the ceilings, walls, roofs, etc. to fall and possibly result in personal injury or death.

Tsunami – waves advancing inland. A tsunami is a series of waves caused by a rapid displacement of a body of water (ocean, lake). The waves are characterized by a very long wavelength and their amplitude is much smaller offshore. The impact in coastal areas can be very destructive as the waves advance inland and can extend over thousands of kilometers. Triggers of a tsunami can be: earthquakes, volcanic eruptions, mass movements, meteorite impaces or underwater explosions.[9]

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[6] http://www.unisdr.org/files/7817_7819isdrterminology11.pdf

[7] http://kidlat.pagasa.dost.gov.ph/genmet/floods/def_nature.html

[8] http://www.ndrrmc.gov.ph/attachments/045_RA%2010121.pdf

[9] http://www.phivolcs.dost.gov.ph/index.php?option=com_content&view=article&id=77&Itemid=129

Volcanic eruption – all volcanic activity like rock fall, ash fall, lava streams, gases, etc. Volcanic activity describes both the transport of magma and/or gases to the Earth's surface, which can be accompanied by tremors and eruptions, and the interaction of magma and water (e.g. groundwater, crater lakes) underneath the Earth's surface which can result in phreatic eruptions. Depending on the composition of the magma, eruptions can be explosive and effusive and result in variations of rock fall, ash fall, lava streams, pyroclastic flows, emission of gases, etc.[10]

Vulnerability - the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard.[11]

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[10] http://www.phivolcs.dost.gov.ph/index.php?option=com_content&view=article&id=50&Itemid=86

[11] http://www.ndrrmc.gov.ph/attachments/045_RA%2010121.pdf