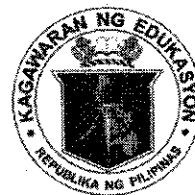




DEPARTMENT OF EDUCATION  
Region X-Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Corner Don Carlos-Guingona Sts., Malaybalay City  
Tel No.: (088)221-4597; Telefax: (088)813-2894  
website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net) email: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com)



DepEd-MALAYBALAY CITY DIVISION  
**RELEASED**

**MEMORANDUM**

Date: 8/19/14 Time: 1:45  
*[Signature]*

To : **PRIVATE KINDERGARTEN, ELEMENTARY AND SECONDARY SCHOOL HEADS**  
Thru: **ANA BELEN S. MURING, Ph.D.**  
EPS in Kindergarten & Private School  
This Division

From : *[Signature]*  
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

Date : August 18, 2014

Re : **SUBMISSION OF EBEIS PRIVATE SCHOOL PROFILE (PSP) AND STATE UNIVERSITIES & COLLEGES (SUCs) LABORATORY SCHOOL PROFILE FOR SY 2014-2015**

1. Pursuant to the herein DepEd Order No. 36, s. 2014 dated August 14, 2014 from Br. Armin A. Luistro FSC, DepEd Secretary re: "Revised Data Gathering Forms for SY 2014-2015 of the Enhanced Basic Education Information System (EBEIS)", this Office is hereby directed to require all private schools & SUCs to submit the accomplished and duly signed Private School Profile / SUCs Laboratory School Profile for SY 2014-2015 **on or before September 1, 2014** to the Office of the Schools Division Superintendent Attn.: Planning & Research Section for online submission and validation of school data.
2. Enclosed are the templates of PSP & SUCs Laboratory School Profile for SY 2014-2015 revised data gathering form. The instructions stipulated in the school profile form shall be strictly followed.
3. Immediate dissemination of and strict compliance with this Memorandum is desired.

Encl.:  
As stated



Republic of the Philippines  
**Department of Education**

14 AUG 2014

DepEd ORDER  
No. **36**, s. 2014

**REVISED DATA GATHERING FORMS FOR SCHOOL YEAR 2014-2015  
OF THE ENHANCED BASIC EDUCATION INFORMATION  
SYSTEM (EBEIS)**

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) continuously improves the Enhanced Basic Education Information System (EBEIS) in collecting data and information needed for planning and budgeting, allocation of resources and setting operational targets to provide all the learners access to complete quality basic education.

2. For School Year (SY) 2014-2015, the data collection and reporting of the annual school profile will be done **once during the first quarter of every SY**. 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)
- Enclosure No. 3 - Private School Profile (PSP)
- Enclosure No. 4 - State Universities and Colleges (SUCs) Laboratory School Profile

3. The data collection, processing and validation of school statistics shall begin with the dissemination of the revised data gathering forms for SY 2014-2015.

4. The timeline in the conduct of EBEIS activities shall be observed as follows:

<b>EBEIS Activity</b>	<b>Timeline</b>
Start of Encoding and Submission	August 15-31, 2014
Validation	September 1-12, 2014
Closing of System	September 13, 2014

5. The cut-off date of data to be submitted is as of **first Friday of the opening week of the SY**. For public schools, this shall be as of **June 6, 2014**.

6. **Enrolment figures** entered in the **Learner Information System** will automatically be derived and tallied on Tables 1 and 2.

7. The following tables and boxes are either new, contain new data elements or revised:

**Government Elementary School Profile (GESP)**

Table 1	Learners Data
Box 1	Shifting Schedule
Box 2	Multigrade Classes
Table 5	Learners with Exceptionalities (non-graded)
Table 6	Learners with Exceptionalities from Special Education (SPED) Classes last SY 2013-2014 Mainstreamed in Regular Classes
Box 3	Learners with Exceptionalities who never attended any SPED Classes
Table 9	Teaching Personnel Data (Nationality-funded)
Table 10	Teacher Assignments (National-funded teachers working in the school)
Box 5	Availability of Electrical Supply
Table 13	Number of Functional Computers in the School by Funding Source
Table 14	Average Monthly Expense (in Pesos) of Internet Connection by Funding Source
Box 7	School Site Data
Box 8	Feeding Program

**Government Secondary School Profile (GSSP)**

Table 1	Learners Data
Box 1	Shifting Schedule
Table 3	Learners Data by Program
Table 4	Learners Data in Technology and Livelihood Education (TLE)
Table 5	Learners with Exceptionalities Data
Table 7	Teaching Related and Non-teaching Personnel Data (Nationally-funded)
Table 8	Teaching Personnel Data (Nationally-funded)
Table 9	Teacher Assignments (Nationally-funded teachers working in the school)
Table 10	Number of Teachers by Teaching Assignment
Box 3	Availability of Electrical Supply
Table 11	Number of Functional Computers in the School by Funding Source
Table 12	Average Monthly Expense (in Pesos) of Internet Connection by Funding Source
Box 5	School Site Data
Box 6	Feeding Program

**Private School Profile (PSP) and SUCs Laboratory School Profile**

Table 1	Learners Data in Elementary
Box 1	Multigrade Classes
Table 3	Learners Data in Secondary
Table 5 (PSSP only)	Data on GASTPE Program
Box 2	Senior High School Program

8. 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 accomplishment of the EBEIS data gathering forms.

9. 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.

10. The regional and division education program supervisor in-charge of private schools and SUCs laboratory schools shall facilitate the online collection of forms and assist the Planning Unit in checking the accuracy, consistency, completeness and timely submission of all private schools.

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

12. Funds shall be downloaded directly to the SDOs to aid in activities that allow for the timely and accurate accomplishment of the EBEIS. The downloading of funds to all the SDOs shall be announced through a separate memorandum.

13. For **changes** and **adjustments** to derived data in Tables 1 and 2, school heads have to write their respective SDSs providing sufficient justification. The SDSs must review and support the request with a firm recommendation to the Office of the Secretary, Attention: Office of Planning Service-Research and Statistics Division (OPS-RSD).

14. All personnel involved in the EBEIS at the school, district, division, regional and central 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 (Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education Information System (BEIS))* whenever necessary in order to meet the EBEIS target schedules.

15. This Department would like to thank 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.

16. Provisions in this Order supersede the provisions in Item Nos. 2-7 of DepEd Order No. 30, s. 2013 entitled *Revised Data Gathering Forms for the Beginning of School Year (BOSY) 2013-2014 of the Enhanced Basic Education Information System (EBEIS)* and Item Nos. 2-5 of DepEd Order No. 23, s. 2014 entitled *Data Gathering Forms of the Enhanced Basic Education Information System (EBEIS) for the End of School Year 2014-2015*.

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

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.: As stated

References: DepEd Order Nos.: 23, s. 2014; 30, s. 2013; 50 and 58, s. 2008

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

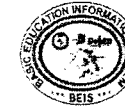
CHANGE  
FORMS  
SCHOOLS  
STATISTICS, Data

Municipality ID

School ID



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



PRIVATE SCHOOL PROFILE

INSTRUCTIONS

This form shall be accomplished by the head of the private school offering kindergarten, elementary and/or secondary levels. In the case of schools/institutions offering more than one level, only one school profile shall be accomplished.

Only private schools whose establishment has been approved by the DepEd Regional Office shall be issued a Private School Profile. Private Schools whose documents have been submitted to the Regional/Division Office but are still undergoing evaluation at the time of the distribution of the Private School Profile can also be issued this form.

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 September 1, 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 2014-2015

Name of Institution : (Official name)
Address : # Street/Sitio/Purok Barangay
Municipality Province/City

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

Table with 4 columns: Level of Education Offered (Kindergarten, Elementary, Secondary) and 3 rows: With Permit (Permit No.), With Recognition (Recognition No.), Permit on Process (Date of submission of documents to Regional/Division Office)

Certified True and Correct by :

Head of Institution : (Signature Over Printed Name)

Designation :

Date :

Table 1. LEARNERS DATA IN ELEMENTARY, SY 2014-2015 (As of 1<sup>st</sup> Friday of the SY)

Particulars	Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Learners with Exceptionalities (non-graded)		TOTAL (Kindergarten to Learners with Exceptionalities)		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
TOTAL ENROLMENT																					
Monograde																					
Multigrade																					
Balik-Aral																					
Indigenous Peoples Learner																					
Learner in ALIVE classes																					
Muslim Learner																					
Repeater																					
Total Number of Monograde Classes																					

1. **Learner** - refers to an individual who may or may not be enrolled in one or multiple programs.
2. **Total Enrolment** - refers to the total number of learners enrolled in the school regardless of program.
3. **Kindergarten Enrolment** - refers to the total number of learners enrolled from one to three levels (not including toddlers, daycare program) before Grade 1.
4. **Elementary (Grades 1 to 7) Enrolment** - refers to the total number of learners enrolled in the second stage of compulsory basic education. The entrant age to this level is six (6) years old as of October 31.
5. **Learners with Exceptionalities (non-graded) Enrolment** - refers to similarly grouped learners who are not yet ready for inclusion in the regular class.
6. **Monograde Enrolment** - refers to learners being taught in classes consisting of a single grade only.
7. **Multigrade Enrolment** - refers to learners being taught in classes consisting of two or more grades handled by one teacher.
8. **Balik-Aral** - refers to a learner who finished a grade level, stopped schooling and then enrolled in the next grade level after a year or more.
9. **Indigenous Peoples Learner** - refers to a learner born of either or both parents who is IP as defined in RA 8371 Indigenous Peoples Republic Act of 1997 (i.e. groups 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).
10. **Learner in Arabic Language and Islamic Values Education (ALIVE) classes** - refers to a learner enrolled in ALIVE (i.e. a program with the aim of preserving Arabic language and Muslim culture through its inclusion in the regular basic education curriculum).
11. **Muslim Learner** - refers to a learner who is born of either or both parents practicing the Islam religion or faith.
12. **Repeater** - refers to a learner who failed or left a particular grade level in any previous school year and is enrolled in the same grade level where he/she left or failed.
13. **Total Number of Monograde Classes** - refers to the number of classes by grade level from Kindergarten to Grade 7.

- Reminders:
1. Totals in this table will tally with the totals in Table 2.
  2. Fill-up Grade 7 column in this table if Grade 7 is part of the school's elementary education.

Certified True and Correct by :

Head of Institution : \_\_\_\_\_  
(Signature Over Printed Name)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Table 2. ELEMENTARY AGE PROFILE, SY 2014-2015 (As of 1<sup>st</sup> Friday of the SY)

Age	Kindergarten		Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Learners with Exceptionalities (non-graded)		TOTAL (Kindergarten to Learners with Exceptionalities)	
			With ECD Experience		Without ECD Experience																	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
4 & below																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						
18																						
19 & above																						
<b>TOTAL</b>																						

1. The total enrolment of the school as of 1<sup>st</sup> Friday of the SY will be distributed across grade levels, by single age or age group and by sex.
2. *Computation of the age of learners* will be based on the child's age as of last birthday. Thus, if the learner is 6 years 11 months as of 1<sup>st</sup> Friday of the SY, the age of the learner is counted as 6 years.
3. *ECD (Early Childhood Development) Experience* includes all ECD programs for young children in registered kindergarten and those in similar organized educational institutions and day care centers.

Reminder: Totals in this table will tally with the totals in Table 1.

Box 1. MULTIGRADE CLASSES, SY 2014-2015 (As of 1<sup>st</sup> Friday of the SY)

For Multigrade classes, please indicate the grade levels combined:  
(Check as appropriate).

	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
MG Class 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MG Class 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MG Class 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Multigrade classes* - refers to classes consisting of two or more grade levels combined.

Certified True and Correct by :

Head of Institution : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**Table 3. LEARNERS DATA IN SECONDARY, SY 2014-2015 (As of 1<sup>st</sup> Friday of the SY)**

Particulars	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		TOTAL (Years 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLMENT														
Balik-Aral														
Indigenous Peoples Learner														
Learner enrolled in ALIVE classes														
Muslim Learner														
Repeater														
Total Number of Classes														

1. **Learner** - refers to an individual who may or may not be enrolled in one or multiple programs.
2. **Total Enrolment** - refers to the total number of learners enrolled in the school regardless of program.
3. **Secondary (Grades 7 to 12) Enrolment** - refers to the the third stage of compulsory basic education. The entrant age to this level is twelve (12).
4. **Balik-Aral** - refers to a learner who finished a grade level, stopped schooling and then enrolled in the next grade level after a year or more.
5. **Indigenous Peoples Learner** - refers to a learner born of either or both parents who is IP as defined in RA 8371 Indigenous Peoples Republic Act of 1997 (i.e. groups 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).
6. **Learner in Arabic Language and Islamic Values Education (ALIVE) classes** - refers to a learner enrolled in ALIVE (i.e. a program with the aim of preserving Arabic language and Muslim culture through its inclusion in the regular basic education curriculum).
7. **Muslim Learner** - refers to a learner who is born of either or both parents practicing the Islam religion or faith.
8. **Repeater** - refers to a learner who failed or left a particular grade level in any previous school year and is enrolled in the same grade level where he/she left or failed.
9. **Total Number of Classes** - refers to the number of classes by year level from Year 1 to Year 6.

**Reminder: Totals in this table will tally with the totals in Table 4.**

**Certified True and Correct by :**

**Head of Institution :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Date :** \_\_\_\_\_



Table 4. SECONDARY AGE PROFILE, SY 2014-2015 (As of 1<sup>st</sup> Friday of the SY)

Age	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		TOTAL (Years 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
10 & Below														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20 & Above														
<b>TOTAL</b>														

1. The total enrolment of the school as of 1<sup>st</sup> Friday of the SY will be distributed across year levels, by single age or age group and by sex.

2. *Computation of the age of learners* will be based on the child's age as of last birthday. Thus, if the learner is 12 years 11 months as of 1<sup>st</sup> Friday of the SY, the age of the learner is counted as 12 years.

*Reminder: Totals in this table will tally with the totals in Table 3.*

*Certified True and Correct by :*

Head of Institution : \_\_\_\_\_  
(Signature Over Printed Name)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**Table 5. DATA ON GASTPE PROGRAM, SY 2014-2015 (As of 1<sup>st</sup> Friday of the SY)**

Particular	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		TOTAL (Years 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment														
Number of Slots														

- The Government Assistance to Students and Teachers in Private Education (GASTPE) Program* - aims to decongest public secondary schools through the extension of financial assistance to deserving elementary school graduates who wish to pursue their secondary education in private schools.
- Number of Slots* - number of allocated slots given to the participating private schools in GASTPE.

**Table 6. PERSONNEL DATA, SY 2014-2015 (As of 1<sup>st</sup> Friday of the SY)**

Particulars	Kindergarten			Elementary			Secondary							
	Male	Female	Total	Male	Female	Total	Total Secondary			Teacher Salary Subsidy (GASTPE)				
							Male	Female	Total	Male	Female	Total		
No. of Teachers														
No. of Administrative and Support Personnel														

Number of teachers covers teachers with full-time teaching load and part time teaching load. These includes Professor and Instructor handling basic education.

**Reminder:** A teacher handling 2 or more levels shall be counted once and counted where the most number of teaching loads.

**Box 2. SENIOR HIGH SCHOOL PROGRAM**

<p>Are you interested in opening Senior High School in school year 2016-2017? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, is there any usable vacant classroom in your school?</p> <p><input type="checkbox"/> Yes, how many? _____ <input type="checkbox"/> No</p>
---

*Certified True and Correct by :*

*Head of Institution :* \_\_\_\_\_  
(Signature Over Printed Name)

*Designation :* \_\_\_\_\_

*Date :* \_\_\_\_\_

**Table 7. DISASTERS/CALAMITIES**

For the months of April and May 2014, which incidents occurred in your school and immediate surroundings?

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

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

Note: For the definitions, please see DepEd Order No. 23, s.2014.

**Box 3. VULNERABILITIES**

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. \_\_\_\_\_

Reminder: This table should not be left blank.

Certified True and Correct by :

Head of Institution : \_\_\_\_\_  
(Signature Over Printed Name)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_



## SUCs LABORATORY SCHOOL PROFILE

### INSTRUCTIONS

This form shall be accomplished by the head of the laboratory school of State Universities and Colleges (SUCs) offering kindergarten, elementary and/or secondary levels. In the case of schools/institutions offering more than one level, only one school profile shall be accomplished.

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 Research and Statistics Division, Office of Planning Service on or before **September 1, 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 Institution : \_\_\_\_\_  
(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 : \_\_\_\_\_

Type of School:  
(Tick as appropriate)

Level of Education Offered

Kindergarten

Elementary

Secondary

Certified True and Correct by :

Head of Institution : \_\_\_\_\_  
(Signature Over Printed Name)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Table 1. LEARNERS DATA IN ELEMENTARY, SY 2014-2015 (As of 1<sup>st</sup> Friday of the SY)

Particulars	Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Learners with Exceptionalities (non-graded)		TOTAL (Kindergarten to Learners with Exceptionalities)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLMENT																		
Monograde																		
Multigrade																		
Balik-Aral																		
Indigenous Peoples Learner																		
Learner in ALIVE classes																		
Muslim Learner																		
Repeater																		
Total Number of Monograde Classes																		

1. **Learner** - refers to an individual who may or may not be enrolled in one or multiple programs.
2. **Total Enrolment** - refers to the total number of learners enrolled in the school regardless of program.
3. **Kindergarten Enrolment** - refers to the total number of learners enrolled in one (1) year preparatory education for children at least five (5) years old (as of October 31) as pre-requisite for Grade 1.
4. **Elementary (Grades 1 to 6) Enrolment** - refers to the total number of learners enrolled in the second stage of compulsory basic education which is composed of six (6) years. The entrant age to this level is six (6) years old as of October 31.
5. **Learners with Exceptionalities (non-graded) Enrolment** - refers to similarly grouped learners who are not yet ready for inclusion in the regular class.
6. **Monograde Enrolment** - refers to learners being taught in classes consisting of a single grade only.
7. **Multigrade Enrolment** - refers to learners being taught in classes consisting of two or more grades handled by one teacher.
8. **Balik-Aral** - refers to a learner who finished a grade level, stopped schooling and then enrolled in the next grade level after a year or more.
9. **Indigenous Peoples Learner** - refers to a learner born of either or both parents who is IP as defined in RA 8371 Indigenous Peoples Republic Act of 1997 (i.e., 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).
10. **Muslim Learner** - refers to a learner who is born of either or both parents practicing the Islam religion or faith.
11. **Repeater** - refers to a learner 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.
12. **Total Number of Monograde Classes** - refers to the number of classes by grade level from Kindergarten to Grade 6.

Reminder: Totals in this table will tally with the totals in Table 2.

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Head of Institution : \_\_\_\_\_  
(Signature Over Printed Name)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Table 2. ELEMENTARY AGE PROFILE, SY 2014-2015 (As of 1<sup>st</sup> Friday of the SY)

Age	Kindergarten		Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Learners with Exceptionalities (non-graded)		TOTAL (Kindergarten to Learners with Exceptionalities)	
			With ECD Experience		Without ECD Experience															
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
4 & below																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19 & above																				
<b>TOTAL</b>																				

1. The total enrolment of the school as of 1<sup>st</sup> Friday of the SY will be distributed across grade levels, by single age or age group and by sex.
2. *Computation of the age of learners* will be based on the child's age as of last birthday. Thus, if the learner is 6 years 11 months as of 1<sup>st</sup> Friday of the SY, the age of the learner is counted as 6 years.
3. *ECD (Early Childhood Development) Experience* includes all ECD programs for young children in registered kindergarten and those in similar organized educational institutions and day care centers.

Reminder: Totals in this table will tally with the totals in Table 1.

Box 1. MULTIGRADE CLASSES, SY 2014-2015 (As of 1<sup>st</sup> Friday of the SY)

For Multigrade classes, please indicate the grade levels combined:  
(Check as appropriate).

	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
MG Class 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MG Class 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MG Class 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Multigrade classes - refers to classes consisting of two or more grade levels combined.

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Date : \_\_\_\_\_

**Table 3. LEARNERS DATA IN SECONDARY, SY 2014-2015 (As of 1<sup>st</sup> Friday of the SY)**

Particulars	Grade 7		Grade 8		Grade 9		Grade 10		Grade 11		Grade 12		TOTAL (Grades 7-12)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLMENT														
Balik-Aral														
Indigenous Peoples Learner														
Learner enrolled in ALIVE classes														
Muslim Learner														
Repeater														
Total Number of Classes														

1. **Learner** - refers to an individual who may or may not be enrolled in one or multiple programs.
2. **Total Enrolment** - refers to the total number of learners enrolled in the school regardless of program.
3. **Secondary (Grades 7 to 12) Enrolment** - refers to the the third stage of compulsory basic education. The entrant age to this level is twelve (12).
4. **Balik-Aral** - refers to a learner who finished a grade level, stopped schooling and then enrolled in the next grade level after a year or more.
5. **Indigenous Peoples Learner** - refers to a learner born of either or both parents who is IP as defined in RA 8371 Indigenous Peoples Republic Act of 1997 (i.e., 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).
6. **Learner in Arabic Language and Islamic Values Education (ALIVE) classes** - refers to a learner enrolled in ALIVE (i.e., a program with the aim of preserving Arabic language and Muslim culture through its inclusion in the regular basic education curriculum).
7. **Muslim Learner** - refers to a learner who is born of either or both parents practicing the Islam religion or faith.
8. **Repeater** - refers to a learner 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.
9. **Total Number of Classes** - refers to the number of classes by grade level from Grade 7 to Grade 12.

*Reminder: Totals in this table will tally with the totals in Table 4.*

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**Head of Institution :** \_\_\_\_\_  
(Signature Over Printed Name)

**Designation :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Table 4. SECONDARY AGE PROFILE, SY 2014-2015 (As of 1<sup>st</sup> Friday of the SY)**

Age	Grade 7		Grade 8		Grade 9		Grade 10		Grade 11		Grade 12		TOTAL (Grades 7-12)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
10 & Below														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20 & Above														
<b>TOTAL</b>														

1. The total enrolment of the school as of 1<sup>st</sup> Friday of the SY will be distributed across year levels, by single age or age group and by sex.
2. *Computation of the age of learners* will be based on the child's age as of last birthday. Thus, if the learner is 12 years 11 months as of 1<sup>st</sup> Friday of the SY, the age of the learner is counted as 12 years.

*Reminder: Totals in this table will tally with the totals in Table 3.*

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**Head of Institution :** \_\_\_\_\_  
(Signature Over Printed Name)

**Designation :** \_\_\_\_\_

**Date :** \_\_\_\_\_



**Table 5. PERSONNEL DATA, SY 2014-2015 (As of 1<sup>st</sup> Friday of the SY)**

Number of Teachers									Number of Administrative and Support Personnel		
Kindergarten			Elementary			Secondary			Male	Female	Total
Male	Female	Total	Male	Female	Total	Male	Female	Total			

Number of teachers covers teachers with full-time teaching load and part time teaching load. These includes Professor and Instructor handling basic education.

*Reminder: A teacher handling 2 or more levels shall be counted once and counted where the most number of teaching loads.*

**Box 2. SENIOR HIGH SCHOOL PROGRAM**

Are you interested in opening Senior High School in school year 2016-2017?  Yes  No

If Yes, is there any usable vacant classroom in your school?

Yes, how many? \_\_\_\_\_  No

*Certified True and Correct by :*

*Head of Institution* : \_\_\_\_\_  
*(Signature Over Printed Name)*

*Designation* : \_\_\_\_\_

*Date* : \_\_\_\_\_

**Table 6. DISASTERS/CALAMITIES**

For the months of April and May 2014, which incidents occurred in your school and immediate surroundings?

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

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

Note: For the definitions, please see DepEd Order No. 23, s.2014.

**Box 3. VULNERABILITIES**

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. \_\_\_\_\_

Reminder: This table should not be left blank.

Certified True and Correct by :

Head of Institution : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_