

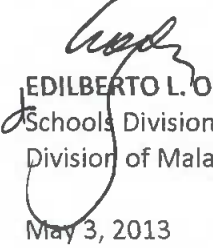
DEPARTMENT OF EDUCATION  
Region X-Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

Corner Don Carlos-Guingona Sts., Malaybalay City



**MEMORANDUM**

To : **PRIVATE KINDERGARTEN, ELEMENTARY AND SECONDARY SCHOOLS HEADS / OICs**  
Thru: **LETICIA N. PALLE**  
Division Private School Coordinator  
This Division

From :   
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent  
Division of Malaybalay City

Date : May 3, 2013

Re : **SUBMISSION OF THE REVISED EBEIS PRIVATE SCHOOL PROFILE (PSP) FOR THE END OF SCHOOL YEAR (EOSY) 2012-2013**

020  
Deped-MALAYBALAY CITY DIVISION  
**RELEASED**

Date: 5/3/13 Time: 14:43PM  
By: [Signature]

1. In pursuant to the enclosed DepEd Order No. 24, s. 2013 re: *"Revision of the Enhanced Basic Education Information System (EBEIS) Data Gathering Forms for the End of the School Year (EOSY) 2012-2013"* dated April 26, 2013, content of which is self-explanatory.
2. In view hereof, you are hereby required to submit the accomplished and duly signed Private School Profile for the end of SY 2012-2013 (data as of March 31, 2013) on or before May 20, 2013 to the Schools Division Superintendent attention Division Planning Unit for consolidation, validation and online submission.
3. Enclosed is the revised template of PSP EOSY 2012-2013 Data Gathering Form. The instructions stipulated in the PSP form shall be strictly followed.
4. Immediate dissemination of and strict compliance with this Order is directed.



Republic of the Philippines  
**Department of Education**

26 APR 2013

DepEd ORDER  
No. **24**, s. 2013

**REVISION OF THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS)  
DATA GATHERING FORMS FOR THE END OF SCHOOL YEAR (EOSY) 2012-2013**

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

1. To ensure the appropriateness and relevance of data collected through the Enhanced Basic Education Information System (EBEIS), the Research and Statistics Division-Office of Planning Service (RSD-OPS) conducted series of consultations and meetings with several stakeholders.
2. The data collection, processing and validation of school statistics shall begin with the **Revision of the Enhanced Data Gathering Forms for the End of the School Year (EOSY) 2012-2013**.
3. The following new data elements and definitions were included:

**Government Elementary School Profile and Government Secondary School Profile (GESP/GSSP)**

**Table A. Pupil Data and Table A. Student Data:**

- **Number of Late Enrollees** refers to pupils who entered the school after the cut-off date of July 31, i.e., from August 1 onwards.
- **Number of Continuing Pupils and Students** refers to pupils and students who were enrolled in Alternative Delivery Mode (ADM) as defined in **DepEd Order No. 54, s. 2012** and who have not yet completed the requirements for the grade/year level.

**Table C1. Existing Number of Instructional Rooms in the School by Status:**

- **Standard Room** refers to room which is safe and usable, (whether complete or partially incomplete classroom construction) and having the standard dimensions as defined in the instructional room.
- **Non-Standard/Makeshift Room** refers to safe and usable room which is considered temporary structure as a means of easing up classrooms shortage and/or temporary shelter during emergencies. This also refers to room which does not meet the prescribed standard dimensions and may basically made of bamboo, nipa, cogon, lumber and other light materials.

**Table 1. Number of Teachers by Teaching Assignment and by Year Level (GSSP only).** This indicates the number of nationally-funded teachers by gender.

**Private School Profile (PSP)**

**Table A. Pupil Data and Table B. Student Data:**

- **Number of Late Enrollees** refers to pupils/students who entered the school after the cut-off date of July 31, i.e., from August 1 onwards.

4. Under the Private School Profile (PSP) the new cut-off data for Table D. **Personnel Data**, Table E on **Academic Classrooms**, and Table F on **School Seats** will be **SY 2012-2013 as of March 31**.

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

<b>EBEIS Activity</b>	<b>Timeline</b>
Start of Encoding EOSY 2012-2013	April 29, 2013
Submission	April 29-May 24, 2013
Validation	May 27-31, 2013
Closing of System	June 1, 2013

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/city 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 division offices (DOs) shall oversee the encoding of data for schools with no access to the internet facilities.

9. All personnel involved in the EBEIS at the school, district, division, regional and national/central levels are allowed to render overtime services during weekdays, weekends and holidays as provided in DepEd Order No. 58, s. 2008 and DepEd Order No. 10, s. 2009 where necessary to meet the EBEIS target schedules.

10. All previous issuances relative to this Order which are found inconsistent are deemed superseded or modified accordingly.

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

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

References:

DepEd Order: Nos. 33 and 61, s. 2012; (54, s. 2012; 10, s. 2009; 58, s. 2008)

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

CHANGE  
FORMS  
SCHOOLS  
STATISTICS, Data

Madel: EBEIS

0364-April 16, 2013/4-23/4-24



Table A. PUPIL DATA, SY 2012-2013 (As of March 31, 2013) - Regular & SPED

Particulars	Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		TOTAL (Grades 1-7)		SPED CWDS (non-graded)		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Enrolment																					
Number of Completers/Promotees/Graduates																					
Number of Dropouts																					
Number of Transferred In																					
Number of Transferred Out																					
Number of Late Enrollees																					

PUPIL DATA (Table A) - The data to be entered cover this school year as of March 31, 2013 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 6/7, 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 August 01 to March 31 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 August 01 to March 31.
- **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 August 01 to March 31 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 July 31, i.e., from August 01 onwards.

Table B. STUDENT DATA, SY 2012-2013 (As of March 31, 2013) - Regular & SPED

Particulars	Year 1		Year 2		Year 3		Year 4		Year 5		TOTAL (Years 1-5)		SPED CWDS (non-graded)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment														
Number of Promotees/Graduates														
Number of Dropouts														
Number of Transferred In														
Number of Transferred Out														
Number of Late Enrollees														

STUDENT DATA (Table B) - The data to be entered cover this school year as of March 31, 2013 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 4/5, 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 grade level within the specified school year from August 01 to March 31 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 August 01 to March 31.
- **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 August 01 to March 31 and **should not be included in the total enrolment as of the same date.**
- **Number of Late Enrollees** - refers to students who entered the school after the cut-off date of July 31, i.e., from August 01 onwards.

Certified True and Correct by :

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

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

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

**Table C. STUDENT DATA ON GASTPE PROGRAM, SY 2012-2013 (As of March 31, 2013)**

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

STUDENT DATA ON GASTPE PROGRAM (Table C) - Please refer to Table B for the definitions.

**Table D. PERSONNEL DATA, SY 2012-2013 (As of March 31, 2013)**

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

PERSONNEL DATA (Table D)

- Number of teachers covers teachers with full-time teaching load and part time teaching load. A teacher handling 2 or more levels shall be counted once and counted where the most number of teaching loads. These includes Professor and Instructor handling basic education.

**Table E. ACADEMIC CLASSROOMS, SY 2012-2013 (As of March 31, 2013)**

Kindergarten	Elementary	Secondary

ACADEMIC CLASSROOMS (Table E)

- Academic Classrooms** - refer to instructional space designed to directly accommodate the educational program of the school.

*Certified True and Correct by :*

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

(Signature Over Printed Name)

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

**Table F. SCHOOL SEATS, SY 2012-2013 (As of March 31, 2013)**

Kindergarten	Elementary	Secondary

SCHOOL SEATS (Table F)

- School seats** - refer to standard furniture used in the classroom. Its include two-seater desk, armchairs, sets of tables and chairs. A two-seater desk is counted as 2 seats. In sets of table and chairs, count only the number of chairs.

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