



November 20, 2019

DIVISION MEMORANDUM
NO. 474 S. 2019

**PRIVATE SCHOOLS, SUCs AND LUCs BASIC EDUCATION
INFORMATION SYSTEM (BEIS) CHECKING AND VALIDATION FOR
BEGINNING OF SCHOOL YEAR 2019-2020**

To: OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID/SGOD
Public Schools District Supervisors
Private School Administrators
All others concerned

1. In reference to DepEd Order No. 27, s. 2019 entitled Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes, this office enforces these **Division Guidelines on Basic Education Information System (BEIS) for Beginning of School Year 2019-2020** in order to ensure complete and accurate data in the schools division office in line with the compliance to the national policy.
2. All private schools, state universities and colleges (SUCs), local universities and colleges (LUCs) and higher education institutions (HEIs) offering Kindergarten to Grade 12 are directed to update their school's profile and other data elements in the Basic Education Information System (BEIS) through the accomplished data gathering forms. The BEIS data gathering forms must be checked and validated in the division office.
3. The table below shows the checking and validation schedule of Private Schools, SUCs and HEIs BEIS data gathering forms. To avoid crowding, there will be a scheduling, whereas schools will be reporting on a specific time frame of the day. (See Annex B for the school schedules)

No.	Municipality	Number of Schools	Schedule
1	Magallanes	6	December 3, 2019 (Tuesday)
2	Rosario	13	
3	Kawit	16	
4	Noveleta	10	
5	Tanza	45	December 4, 2019 (Wednesday)
6	Trece	41	December 5, 2019 (Thursday)
7	Maragondon	3	
8	Ternate	1	



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9	GMA	36	December 6, 2019 (Friday)
10	Carmona	13	
11	Tagaytay City	20	December 9, 2019 (Monday)
12	Indang	14	
13	Amadeo	13	
14	Naic	22	December 10, 2019 (Tuesday)
15	Mendez	11	
16	Alfonso	10	
17	GEA	4	
18	Silang	45	December 11, 2019 (Wednesday)
19	Rest of Silang and others	21	December 12, 2019 (Thursday)

In cases where, school BEIS coordinators failed to appear in their designated schedules due to equally important matters, they can report to the division office for their school's BEIS checking and validation starting December 11, 2019 until December 13, 2019. Their checking will be on a first come, first serve basis.

4. Attached in this memorandum is the guidelines on how to upload the school BEIS profiles online and the schedule of each schools for the validation.

5. Selected Senior High School Registrars shall assist the Planning and Research Unit in the validation of school BEIS profiles of private schools including SUCs, LUCs and HEIs starting December 2, 2019 until December 13, 2019. Their schedule will be as follow:

Name	Assignment	Scheduled Day
John Mark A. Soliga	Division Office	Monday to Friday
Glenor P. Marasigan	Bulihan NHS	Monday & Tuesday
Leonard C. Umandap	Tagaytay City Science NHS	Tuesday & Wednesday
Roberto Luis U. Del Rosario	Emiliano T. Tirona MNHS	Wednesday & Thursday
Alquinn D. Lobos	Tanza NCHS	Thursday & Friday
Reginald C. Esguerra	Amadeo NHS	Monday & Friday



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6. Should you have any concerns regarding BEIS checking and validation, kindly contact the SGOD-Planning Unit at (046) 412-0349.
7. Immediate dissemination of and compliance with this Memorandum is desired.

for *Rommel C. Bautista*

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent *g*



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PRIVATE SCHOOLS, SUCs, LUCs AND HEIs GUIDELINES ON CHECKING AND VALIDATION OF BASIC EDUCATION INFORMATION SYSTEM (BEIS) FOR SCHOOL YEAR 2019-2020

1. BEIS Data Gathering Forms

All private schools, SUCs, LUCs and HEIs offering K-12 curriculum are instructed to download the official school BEIS Data gathering forms from the BEIS website which can be accessed using the School Head Account. They must accomplish and print two (2) copies of the data gathering forms applicable to their curricular offering in A4 size bond paper. **For example, if the school is only offering Junior High School Curriculum, they shall not print the pages asking for Elementary and Senior High School Data.** For schools offering only Kinder, they must print the data asking for elementary data.

All applicable tables and boxes in BEIS data gathering forms must be properly filled-up and signed by the School Head. If the portions of the downloaded forms can't be edited, let it be. Fill-up only the sections that can be edited. Do not alter the downloaded forms. The accomplished forms must be uploaded in the BEIS website in which it must be identical to that of the hard copies. (See Annex B. for the tutorial)

School BEIS coordinators must ensure the accuracy and correctness of both data submitted online and BEIS gathering forms.

2. BEIS Checking and Validation Process

- 2.1 Using the School Head's LIS Account, the school shall download, fill-out and print in two (2) copies the BEIS template which can be found in the BEIS website (www.beis.deped.gov.ph). This site can also be accessed through the LIS website.
- 2.2 The school head must ensure that the data in the soft copy of BEIS template to be uploaded in the system is identical to that of the hard copies. Also, it is their duty to ensure that every page in the BEIS data gathering forms are properly signed.
- 2.3 The school representative must handcarry the hardcopy of their BEIS profiles to the records office for ODC purposes before proceeding to the SGOD - Planning and Research Unit.
- 2.4 The school representative shall present the hardcopies to the Planning and Research Personnel for the checking and validation. The representative shall take note on the corrections during the checking process.
- 2.5 After checking the data online vs hard copy, the Planning and Research Personnel shall click the validate button in the BEIS website for the confirmation of submitted report.
- 2.6 A copy of the signed BEIS data gathering form and Division BEIS monitoring tool shall be submitted to the Division Planning and Research Unit for safekeeping.



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3. Private Schools, SUCs and LUCs Checking and Validation Schedule

Day 1 (December 3, 2019)

No.	School ID	School Name	Municipality	Schedule
1	424775	Academia Archangeli Learning School Inc.	KAWIT	8:00 AM - 9:00 AM
2	402212	Arigo Villegas (A.V.) Academy Inc.	KAWIT	
3	424846	Bertrand Russell Academy, Inc.	KAWIT	
4	424014	Brickwood School of Kawit Cavite, Inc.	KAWIT	
5	424782	Child Development and Guidance Center Inc.	KAWIT	
6	424092	Integrated School of Science (Kawit, Cavite), Inc.	KAWIT	9:00 AM - 10:00 AM
7	402218	Lakersfield Learning Academy Inc.	KAWIT	
8	402219	Living Stream Christian School of Cavite	KAWIT	
9	424352	Mary Calkins School Incorporated	KAWIT	
10	402221	Mary Montessori School of Cavite, Inc.	KAWIT	
11	424145	Mil den Academy, Inc.	KAWIT	10:00 AM - 11:00 AM
12	402222	Our Lady of Fatima Academy of Binakayan, Inc	KAWIT	
13	424402	Perpetuo Succor Developmental Reading and Learning Center, Inc.	KAWIT	
14	424376	Pot of Gold Toddlers Playschool & Tutorial Center Inc.	KAWIT	
15	402224	St. Mary Magdalene School (Parochial), Inc.	KAWIT	
16	424353	Students' Haven Tutorial & Learning Center Inc.	KAWIT	11:00 AM - 12:00 PM
17	402230	De Guia Academy of Magallanes, Inc.	MAGALLANES	
18	402227	Gazellian College Foundation, Inc.	MAGALLANES	
19	402226	Kurios Christian School-Foundation Inc.	MAGALLANES	
20	402228	Magallanes Adventist Elementary School	MAGALLANES	
21	410111	Magallanes - Cavite West Point College, Inc.	MAGALLANES	12:00 PM - 1:00 PM
22	402229	Magallanes Western Cavite Institute	MAGALLANES	
23	402262	Abraham's Flock Christian Academy Inc.	NOVELETA	
24	402255	Atheneum School	NOVELETA	
25	402256	Gospel Light Christian Academy Noveleta, Inc.	NOVELETA	
26	424876	Holy Cross Catholic School of Noveleta Inc.	NOVELETA	1:00 PM - 2:00 PM
27	424386	Kinderhaus Early Childhood Development Center	NOVELETA	
28	402260	Patnubay Academy	NOVELETA	
29	424480	Phronesis Learning Center Inc.	NOVELETA	
30	424870	Roses and Cheeses Playschool and Learning Center Inc.	NOVELETA	
31	424200	Saint Therese Catholic School, Inc.	NOVELETA	2:00 PM - 3:00 PM
32	424043	Unida Nehemiah Christian Academy of Noveleta Inc.	NOVELETA	
33	600034	Cavite State University - Rosario Secondary Education Laboratory School	ROSARIO	
34	402263	Bible Christian Academy of Cavite, Inc.	ROSARIO	
35	424096	Cognoscere Academy	ROSARIO	
36	424126	Galilee Academy	ROSARIO	3:00 PM - 4:00 PM
37	405031	iTechnological Institute, Inc.	ROSARIO	
38	424377	King Arthur Academy of Cavite, Inc.	ROSARIO	
39	424878	M. C. De Leon School of Rosario Cavite, Inc.	ROSARIO	
40	402268	Rosario Institute	ROSARIO	
41	410107	Salinas Westpoint College, Inc.	ROSARIO	4:00 PM - 5:00 PM
42	424866	Santo Rosario Catholic School, Inc.	ROSARIO	
43	424097	Science Technology Institute of Rosario Cavite, Inc.	ROSARIO	
44	424387	SLKS Kiddie School Incorporated	ROSARIO	
45	402085	STI COLLEGE ROSARIO, CAVITE, INC.	ROSARIO	



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Day 2 (December 4, 2019)

No.	School ID	School Name	Municipality	Schedule
1	424776	Abraham's Faith Academy Inc.	TANZA	8:00 AM - 9:00 AM
2	424236	Angels of the Blessed Children of Cavite Inc.	TANZA	
3	410125	Angels of the Blessed Children of Cavite Inc.	TANZA	
4	424363	Apostle's Creed Learning School in Tanza Cavite Inc.	TANZA	
5	410176	BBA Bright Beginnings Academy Inc.	TANZA	
6	402319	Bea - Therese School, Inc.	TANZA	9:00 AM - 10:00 AM
7	408250	Bright Beginnings Academy of Tanza Inc.	TANZA	
8	408334	Cavite Advance Learning Academy Inc.	TANZA	
9	424146	Chanceteam Christian Academy, Inc.	TANZA	
10	409097	Ciudad Verde Academy Inc.	TANZA	
11	424853	Cuddlers Christian Academy Inc.	TANZA	10:00 AM - 11:00 AM
12	402321	Dawn Amadis Christian School Inc.	TANZA	
13	402322	De Roman Montessori School Corporation	TANZA	
14	402323	Dei Gratia School Inc.	TANZA	
15	402325	Deo Roma College of Tanza Inc.	TANZA	
16	408259	Eastemgrace Academy Inc.	TANZA	11:00 AM - 12:00 PM
17	407424	Far East Asia Pacific Institute of Tourism Science and Technology	TANZA	
18	424364	Francisco Lopez Mariano Academy, Inc.	TANZA	
19	402326	G. Fabillar Academy, Inc.	TANZA	
20	402327	Golden Heart Pre School	TANZA	
21	402320	Good Tree International School	TANZA	12:00 PM - 1:00 PM
22	402337	Hillcrest Periwinkle Montessori School	TANZA	
23	402329	Holy Nazarene Christian School & SPED Center of Cavite	TANZA	
24	409893	King Arthur Academy of Cavite	TANZA	
25	424365	La Mizpah Ville Academy Inc.	TANZA	
26	409604	La Mizpah Ville Academy Inc.	TANZA	1:00 PM - 2:00 PM
27	424046	Little Footprints to Jesus School, Inc.	TANZA	
28	424366	Little Minds Development Center of Tanza Inc.	TANZA	
29	402333	Lycee de San Antonio of Tanza Cavite Inc.	TANZA	
30	402334	Maddalena Starace School	TANZA	
31	409444	New Life Academy of Cavite Inc.	TANZA	2:00 PM - 3:00 PM
32	402335	Our Lady of the Holy Rosary School	TANZA	
33	402336	P. M. Gimenez Academe, Inc.	TANZA	
34	402081	Power School of Technology Inc.	TANZA	
35	402338	Saint Augustine School	TANZA	
36	424367	Sawyer Integrated School, Inc.	TANZA	3:00 PM - 4:00 PM
37	410076	Sawyer Integrated School, Inc.	TANZA	
38	424395	Spring of Wisdom Educational Center, Inc.	TANZA	
39	424796	Spring of Wisdom Educational Center, Inc. (Annex)	TANZA	
40	402339	St. Mary's of the Woods Academy Cavite, Inc.	TANZA	
41	402331	Sto. Nino de Lebel Academy, Inc.	TANZA	4:00 PM - 5:00 PM
42	402340	Tanza Child Development Center	TANZA	
43	402324	Tanza Del Carmen, School, Inc.	TANZA	
44	402341	The International School for Children, Inc.	TANZA	
45	424884	Vitaatitsbest Academy Inc.	TANZA	



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Day 3 (December 5, 2019)

No.	School ID	School Name	Municipality	Schedule
1	600311	Cavite State University - Maragondon	MARAGONDON	8:00 AM - 9:00 AM
2	402232	Living Word Christian School, Inc.	MARAGONDON	
3	402233	Maragondon Parochial School, Inc.	MARAGONDON	
4	407376	Cavite West Point College	TERNATE	
5	424889	ABE Integrated Montessori School Inc.	TRECE MARTIRES CITY	9:00 AM - 10:00 AM
6	402343	Academy of St. John Nepomucene	TRECE MARTIRES CITY	
7	409672	Airic's Academy, Inc.	TRECE MARTIRES CITY	
8	424135	Amore Academy	TRECE MARTIRES CITY	
9	424206	Beatitudes Technological and Theological College-Trece Martires City, Cavite Inc.	TRECE MARTIRES CITY	10:00 AM - 11:00 AM
10	402348	Blessed Family Academy, Inc.	TRECE MARTIRES CITY	
11	424167	Braintrust Academy of Cavite, Inc.	TRECE MARTIRES CITY	
12	424105	Christian Child Development Learning Center	TRECE MARTIRES CITY	
13	402350	Colegio de Sta. Rosa	TRECE MARTIRES CITY	11:00 AM - 12:00 PM
14	402352	Dei Gracia Academy	TRECE MARTIRES CITY	
15	408562	Ecole Maternelle Corp.	TRECE MARTIRES CITY	
16	402355	ELIM Christian Academy Inc.	TRECE MARTIRES CITY	
17	409317	Exalted King Preschool, Inc.	TRECE MARTIRES CITY	12:00 PM - 1:00 PM
18	424397	Fabulous Christian Academy Inc.	TRECE MARTIRES CITY	
19	424241	Gateway International School of Science and Technology Inc.	TRECE MARTIRES CITY	
20	402357	God is Good Learning Center, Inc.	TRECE MARTIRES CITY	
21	424369	God's Gift Sped Learning Center of Trece Martirez City Inc.	TRECE MARTIRES CITY	1:00 PM - 2:00 PM
22	402359	Hannanel Christian School Inc.	TRECE MARTIRES CITY	
23	402361	Krislizz International Academy, Inc.	TRECE MARTIRES CITY	
24	408968	Little Kid's Christian Academy Trece Inc.	TRECE MARTIRES CITY	
25	424136	Lyceum of the Cavite-East, Inc.	TRECE MARTIRES CITY	2:00 PM - 3:00 PM
26	408292	Maranatha Christian Academy - Trece Martires City Cavite Inc.	TRECE MARTIRES CITY	
27	402362	Marella Christianne Institute	TRECE MARTIRES CITY	
28	424780	Marella Christianne Institute-Trece Martires Inc.-Annex	TRECE MARTIRES CITY	
29	424303	Neverland Learning Center, Inc.	TRECE MARTIRES CITY	3:00 PM - 4:00 PM
30	424231	New Generation International School	TRECE MARTIRES CITY	
31	409623	New Generation International School	TRECE MARTIRES CITY	
32	410146	New Horizoom Academy, Inc.	TRECE MARTIRES CITY	
33	402363	Notre Dame of Trece Martires	TRECE MARTIRES CITY	4:00 PM - 5:00 PM
34	424269	Our Lady of Fair Love Academy Inc.	TRECE MARTIRES CITY	
35	402364	Paul Henry Academy Inc.	TRECE MARTIRES CITY	
36	424270	Saint Therese Academy of Trece Martires Inc.	TRECE MARTIRES CITY	
37	424230	Saint Thomas Becket Academy	TRECE MARTIRES CITY	
38	424169	Santa Lucia School of Light, Inc.	TRECE MARTIRES CITY	
39	402365	St. Jude Parish School, Inc.	TRECE MARTIRES CITY	
40	424048	St. Mark Academe of Trece Martirez Inc.	TRECE MARTIRES CITY	
41	402366	Sto. Niño de Praga Academy of La Paz Homes II Inc.	TRECE MARTIRES CITY	
42	424882	Sung Kwang Global Christian Leadership Academy, Inc.	TRECE MARTIRES CITY	
43	424867	Trece Martires Integrated Laboratory School Foundation Inc.	TRECE MARTIRES CITY	
44	424271	Young Bright Achievers Christian Academy, Inc.	TRECE MARTIRES CITY	
45	409892	The Big Forest Academy of Trece Martires City, Inc.	TRECE MARTIRES CITY	



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Day 4 (December 6, 2019)

No.	School ID	School Name	Municipality	Schedule
1	410145	Angelicum Academy of Carmona, Inc.	CARMONA	8:00 AM - 9:00 AM
2	424182	Beatitudes Technological and Theological College-Carmona, Cavite Inc.	CARMONA	
3	401867	Carmona Christian School Inc.	CARMONA	
4	424279	Cavite Heart of Knowledge Montessori, Inc.	CARMONA	
5	401868	Children of Mary Immaculate School	CARMONA	
6	401869	Colegio de San Jose of Carmona	CARMONA	
7	424334	Premiere Heights Learning Center, Inc.	CARMONA	9:00 AM - 10:00 AM
8	424280	St. Anthony De Carmelli Academy Inc.	CARMONA	
9	424335	St. Michael Montessori De Carmona, Inc.	CARMONA	
10	402091	STI College - Southwoods	CARMONA	
11	424183	Toddlers Smart Learning Center	CARMONA	
12	424333	Washington School Inc.	CARMONA	
13	401870	Zion Academy of Carmona, Inc.	CARMONA	10:00 AM - 11:00 AM
14	402391	Academme of Saint Jude Thaddeus Inc.	GMA	
15	424801	Alta Tierra Integrated School Inc.	GMA	
16	424871	Aquarius Learning Center of Gen. Mariano Alvarez Inc.	GMA	
17	424336	Aquino School Foundation (Cavite) Incorporated	GMA	
18	424814	Archangel Barachiel Center For Development Inc.	GMA	
19	405024	Asian Institute of Computer Studies - GMA	GMA	11:00 AM - 12:00 PM
20	402372	Biyaya Polytechnic Academy	GMA	
21	409666	Campbell Christian Academy Inc.	GMA	
22	402373	Charity Learning Institute of G.M.A. Cavite Inc.	GMA	
23	402375	Christian Grace School of Cavite, Inc.	GMA	
24	402378	Evangelical Christian School (ECS) Foundation, Inc.	GMA	
25	424137	Grace Baptist Christian School of GMA, Inc.	GMA	12:00 PM - 1:00 PM
26	424304	Grace of Christ Christian School of Dasmariñas (GMA Branch) Inc.	GMA	
27	402381	Hillside Academy	GMA	
28	402382	Holy Family Academy of G.M.A., Inc.	GMA	
29	402383	Jesus Christ is Lord Christian Learning Center Inc.	GMA	
30	402384	Karunungan Village Academy Inc.	GMA	
31	424338	Learner-Centered Christian School, Inc.	GMA	1:00 PM - 2:00 PM
32	424461	Legion of Mary Learning Institute Inc.	GMA	
33	424405	Maranatha Christian Academy of GMA Inc.	GMA	
34	402385	Monte Cristo Research and Educational Institute, Inc.	GMA	
35	424305	My Messiah School of Cavite, Inc. (Main)	GMA	
36	409148	My Messiah School of Cavite, Inc. (De Las Alas Branch)	GMA	
37	424306	Nazarene Christian Academy of Gen. Mariano Alvarez Inc.	GMA	2:00 PM - 3:00 PM
38	402387	Our Lady of Grace Academy of Gen. Mariano Alvarez, Inc.	GMA	
39	424170	Our Lady of Peace and Good Voyage Learning Center Inc.	GMA	
40	424880	Padre Pio Child Development Center Inc.	GMA	
41	407427	Philippine Technological Institute of Science, Arts and Trade-Cavite	GMA	
42	402394	Shekinah Learning School of San Jose GMA Cavite Inc.	GMA	
43	402390	St. Jonah Grace School	GMA	3:00 PM - 4:00 PM
44	402397	University of Perpetual Help System of Laguna - GMA Campus	GMA	
45	402398	Upon This Rock Christian Academy, Inc.	GMA	
46	402399	Vessel of Wisdom Christian School Inc.	GMA	
47	402400	Victorious Christian Montessori, Inc.	GMA	
48	402374	Vox Dei Academy of GMA Inc.	GMA	
49	424802	Youth Circle School of G.M.A. Inc.	GMA	4:00 PM - 5:00 PM



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Day 5 (December 9, 2019)

No.	School ID	School Name	Municipality	Schedule
1	401714	AWCI De Le Mar (Amadeo Weste Cavite Instituto de le Mar)	AMADEO	8:00 AM - 9:00 AM
2	424110	Brightways Academy	AMADEO	
3	424150	Dom Geraldo Children's Center, Inc.	AMADEO	
4	401716	Dorcas Samaritan Academe, Inc.	AMADEO	
5	409286	Escuela De Louis Alhanro, Inc.	AMADEO	
6	401717	Fr. Luigi Caburlotto School	AMADEO	
7	424309	Istituto Maria Immacolata Inc.	AMADEO	
8	402076	Jesus Reigns Christian College - Amadeo	AMADEO	9:00 AM - 10:00 AM
9	409656	OBB Institute of Learning Inc.	AMADEO	
10	424451	Scuola Maria Santissima, Inc.	AMADEO	
11	401718	St. Mary Magdalene Parochial School of Amadeo, Cavite, Inc.	AMADEO	
12	424311	St. Raphael School for Special Children, Inc.	AMADEO	
13	424174	Sunstar Academy Inc.	AMADEO	10:00 AM - 11:00 AM
14	600033	Cavite State University - Science High School	INDANG	
15	424121	Academia de San Vicente Ferrer-Cavite Inc.	INDANG	
16	402201	CvSU Child Development Center	INDANG	
17	402202	Daine Western Cavite Institute	INDANG	
18	424496	Hillcrest Periwinkle School Indang Branch Inc.	INDANG	11:00 AM - 12:00 PM
19	424401	Holy Family School of Indang, Inc.	INDANG	
20	402203	Indang Christian Academy, Inc.	INDANG	
21	424007	Lycee de San Antonio Montessori of Indang Inc.	INDANG	
22	424817	Mighty Christian Academy Corp.	INDANG	
23	402206	Nazarene Christian School of Indang Inc.	INDANG	12:00 PM - 1:00 PM
24	402207	Perpetual Cavite Institute	INDANG	
25	424383	Royal Palm Academy of Cavite, Inc.	INDANG	
26	402208	Saint Gregory Academy Inc.	INDANG	
27	424292	Sebastien Montessori, Inc.	INDANG	
28	600279	City College of Tagaytay	TAGAYTAY	1:00 PM - 2:00 PM
29	402310	Bethany Christian Academy of Tagaytay	TAGAYTAY	
30	424132	Blessings in the World Fellowship School Inc.	TAGAYTAY	
31	424229	Brudrick Marion School, Inc.	TAGAYTAY	
32	424204	Karl Naomi Christian Academy Inc.	TAGAYTAY	
33	402312	La Asuncion Montessori of Tagaytay	TAGAYTAY	2:00 PM - 3:00 PM
34	424301	La Madelle Academy, Inc.	TAGAYTAY	
35	402313	Mater Dei Academy	TAGAYTAY	
36	402079	Olivarez College Tagaytay	TAGAYTAY	
37	424133	Pater Noster Montessori School	TAGAYTAY	
38	424818	Safi Integrated Learning Academy Inc.	TAGAYTAY	3:00 PM - 4:00 PM
39	402314	Saint Francis of Assisi Academy	TAGAYTAY	
40	424800	Samuel Mission International School Inc.	TAGAYTAY	
41	424134	Shim International School, Inc.	TAGAYTAY	
42	402315	Sister Maria Carmela Brescia School	TAGAYTAY	
43	408940	Sisters of Mary Immaculate School - Tagaytay Inc.	TAGAYTAY	4:00 PM - 5:00 PM
44	402099	STI College - Tagaytay	TAGAYTAY	
45	424102	Tagaytay Christian Academy Inc.	TAGAYTAY	
46	424394	Tagaytay Montessori School Inc.	TAGAYTAY	
47	424302	Tropical Innovative School of Excellence	TAGAYTAY	



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Day 6 (December 10, 2019)

No.	School ID	School Name	Municipality	Schedule
1	401706	Agnus Dei Learning School of Alfonso Inc.	ALFONSO	8:00 AM - 9:00 AM
2	401707	Biblica La Delle Academy, Inc.	ALFONSO	
3	424212	Blessed Ville Special School Foundation, Inc.	ALFONSO	
4	401708	Gracious Gift School of Cavite, Inc.	ALFONSO	
5	401710	Maranatha Living Hope Academy	ALFONSO	
6	424173	Nazareth Institute of Alfonso, Inc.	ALFONSO	
7	401712	Parokya ni San Jose Educational Foundation Inc.	ALFONSO	9:00 AM - 10:00 AM
8	401711	Sacred Heart School of Cavite	ALFONSO	
9	409662	Saint John Nepomucene Catholic School, Inc.	ALFONSO	
10	401713	Victorious Christian Montessori School Foundation, Inc.	ALFONSO	
11	409659	Blessed Framar Christian Academy Inc.	GEA	
12	402066	Holy Mother Cavite Institute	GEA	
13	402067	Nazareth School of General Aguinaldo, Cavite, Inc.	GEA	10:00 AM - 11:00 AM
14	424190	Petal Preparatory School, Inc.	GEA	
15	410039	Amora 828 Christian Academy, Inc.	MENDEZ	
16	424485	Green Grove Academy Inc.	MENDEZ	
17	424262	Mary's Greenfield Academy, Inc.	MENDEZ	
18	402235	Mendez Christian Academy Inc.	MENDEZ	
19	402236	Mendez-Nuñez Montessori, Inc.	MENDEZ	11:00 AM - 12:00 PM
20	402237	Saint Augustine School, Inc.	MENDEZ	
21	424124	Saint Genevieve Global School of Science, (SGGSS), Inc.	MENDEZ	
22	424494	San Isidro Montessori of Mendez Inc.	MENDEZ	
23	424493	St. Agnes Gracious School of Cavite, Inc.	MENDEZ	
24	402238	Tagaytay-Mendez Academy	MENDEZ	
25	424384	Young Kwang Gukje School	MENDEZ	12:00 PM - 1:00 PM
26	600163	Cavite State University - Naic Science High School	NAIC	
27	402241	Abeniano delos Santos Academy, Inc.	NAIC	
28	424239	Bancaan Christian Learning Center, Inc.	NAIC	
29	402240	Cavite Community Academy	NAIC	
30	424263	Colegio De Montessori Inc.	NAIC	
31	402246	Colegio De Naic Inc.	NAIC	1:00 PM - 2:00 PM
32	409839	FEAPITSAT Colleges Inc.,	NAIC	
33	424385	Granby Colleges of Science and Technology, Inc.	NAIC	
34	424847	Holy Redeemer School of Ciudad Nuevo Naic Cavite Inc.	NAIC	
35	402243	Immaculate Concepcion School	NAIC	
36	424226	King's Way Christian Academe, Inc.	NAIC	
37	424293	La Vlaize Integrated Science School, Inc.	NAIC	2:00 PM - 3:00 PM
38	424354	Labac Christian Learning Center, Inc.	NAIC	
39	424879	Mace Learning Center, Inc.	NAIC	
40	424761	Maricar Learning Center	NAIC	
41	402249	Naic Star Learning Center Inc.	NAIC	
42	424355	Noriel Miles Academy, Inc.	NAIC	
43	424264	One Naic Educational Academy (Academy One) Inc.	NAIC	3:00 PM - 4:00 PM
44	402251	Sacred Heart Montessori School	NAIC	
45	402253	The Valley Cathedral Academy, Inc.	NAIC	
46	424265	Thomas Aquinas School of Naic, Inc.	NAIC	
47	402254	Western Colleges	NAIC	



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Certificate Number: AJA17-0083

Day 7 (December 11, 2019)

No.	School ID	School Name	Municipality	Schedule
1	600035	Cavite State University - Silang Science High School	SILANG	8:00 AM - 9:00 AM
2	402296	Academia De Doxa, Inc.	SILANG	
3	406937	Adventist International Institute of Advanced Studies, Inc.	SILANG	
4	402269	Adventist University of the Philippines	SILANG	
5	424128	Amanah Integrated School, Inc.	SILANG	
6	424201	Beatitudes Technological and Theological College-Silang, Cavite Inc.	SILANG	9:00 AM - 10:00 AM
7	424227	Biga Achievers' Learning Institut, Inc.	SILANG	
8	424388	Blessed Margaret of Castello School, Inc.	SILANG	
9	424389	Brown International School Inc.	SILANG	
10	401896	Casa Real Montessori Inc.	SILANG	
11	402272	Cavite Institute Inc.	SILANG	10:00 AM - 11:00 AM
12	402273	Child of Zion Academy	SILANG	
13	408362	Del Rosario Christian Institute of Silang, Inc.	SILANG	
14	402275	Dorothy James Learning Center	SILANG	
15	424404	Far Eastern College-Silang	SILANG	
16	402276	Fr. Michael Dohoner Memorial School, Inc.	SILANG	11:00 AM - 12:00 PM
17	402277	Franceville Academy, Inc.	SILANG	
18	410110	Hankuk Dream High Christian School Inc.	SILANG	
19	424202	Hephzibah School, Inc.	SILANG	
20	402280	Hilltop Adventist Elementary School, Inc.	SILANG	
21	424129	I.C. Jesus Light of the World Learning Center Inc.	SILANG	12:00 PM - 1:00 PM
22	402281	Imperial Learning Center, Inc	SILANG	
23	402282	Infant Jesus Academy of Silang, Inc.	SILANG	
24	424804	Infant Jesus Montessori Center of Santa Rosa Heights Silang Cavite, Inc.	SILANG	
25	424777	JA Hosana Academy, Inc	SILANG	
26	402284	Jacob's Well Kiddie Learning Center Inc.	SILANG	1:00 PM - 2:00 PM
27	424296	Jesus Reigns Cavite Development Academy, Inc.	SILANG	
28	424297	John Paul Learning Center, Inc.	SILANG	
29	402285	Jollikiddie Montessori Learning Center	SILANG	
30	424492	Learninglinks Academy of Sta. Rosa, Inc.	SILANG	
31	424099	Little Heirs Academy	SILANG	2:00 PM - 3:00 PM
32	402290	Living Lamp Academy Inc.	SILANG	
33	402270	Lora Camig School of all Nations Inc.	SILANG	
34	424877	Lumbini Institute of Cavite Inc.	SILANG	
35	424166	Madre Giuditta Martelli School	SILANG	
36	409121	Mizpah Community Academy-Bulihan Inc.	SILANG	3:00 PM - 4:00 PM
37	424491	Mother Leopoldina Social Center Inc.	SILANG	
38	402292	N.K. Learning Center, Inc.	SILANG	
39	424267	Neville Learning School, Inc.	SILANG	
40	402293	New Life Christian School of Cavite	SILANG	
41	402294	Our Lady of Peace Academy of Cavite, Inc.	SILANG	4:00 PM - 5:00 PM
42	408564	Overflowing Christian Academy Inc.	SILANG	
43	402295	Paraclete Foundation Community School, Inc.	SILANG	
44	424391	Plo School of Global, Inc.	SILANG	
45	424482	Rancho Imperial De Silang Learning Center (RIDS) Inc.	SILANG	



Republic of the Philippines
Department of Education
 Region IV-A (CALABARZON)
Division of Cavite
 Trece Martires City, Cavite



Certificate Number: AJA17-0083

Day 8 (December 12, 2019)

No.	School ID	School Name	Municipality	Schedule
1	402297	Risen Christ Catholic School	SILANG	8:00 AM - 9:00 AM
2	402298	Rogationists' College	SILANG	
3	424358	Sacred Heart of Jesus and Mary Academe of Cavite Corp.	SILANG	
4	424130	Sacred Heart Villa School "Maria Schinina"	SILANG	
5	402271	Saint Gaetano Catanoso School, Inc.	SILANG	
6	424392	Scuola Di Scienza Del Mija, Inc.	SILANG	9:00 AM - 10:00 AM
7	424854	School of Life Learning Center and Tutorial Mission Services Inc.	SILANG	
8	402393	Shalom Akademeia of Cavite, Inc.	SILANG	
9	424359	Silang Adventist Elementary School, Inc.	SILANG	
10	402303	Silang Pre-SchoolHouse	SILANG	10:00 AM - 11:00 AM
11	424483	Sir Raymiel Academy Inc.	SILANG	
12	424131	Sisters of Mary of Banneux, Inc.	SILANG	
13	402305	Sisters of Mary School-Adlas, Inc.	SILANG	
14	405058	South Forbes City College Corp.	SILANG	
15	409655	SSM Green Campus Inc.	SILANG	11:00 AM - 12:00 PM
16	402301	St. Scholastica's College Westgrove	SILANG	
17	424831	Stella Duce Learning Center, Inc.	SILANG	
18	409692	The Abba's Orchard, A Maria Montessori School	SILANG	
19	402307	Trustworthy Learning Center	SILANG	
20	424361	Whin-Yard Institute of Business Education, Inc.	SILANG	
21	424362	Witzkidz Montessori & Tutorial Center, Inc.	SILANG	

*** Starting December 12, 2019, from 1:00 PM onwards, schools that failed to have their BEIS profile validated can report again to the Planning & Research Unit for validation.



(046) 419-1286



dep.ed.cavite@dep.ed.gov.ph



www.facebook.com/DivisionOfCaviteProvince



Capitol Compound, Brgy. Luciano, Trece Martires City Cavite



Text Hotline: 74442848



dep.ed.cavite.com.ph

BEIS Uploading: School Profile Facility

SCHOOL PROFILE FACILITY

A facility that will allow the following:

A. For School

- a. Download the appropriate template based on school's COC
- b. Upload the downloaded template to submit school profile

B. For Divisions and Regions

- a. Monitor schools who have already uploaded their school profile.

C. New form names based on school's COC

- a. *Public Elementary* - GESPv2019.10.31
- b. *Public Junior High School* - GJHSPv2019.10.31
- c. *Public Senior High School* - GSHSPv2019.10.31
- d. *Private Schools* - PSPv2019.10.31
- e. *SUC/LUC Schools* - SLUCv2019.10.31

THE GUIDELINES

- A. Only the **School Head** user account will be able to download the **School Profile template** and upload it once it has been accomplished.
- B. Only template/s downloaded from the BEIS website can be uploaded.
- C. Users can upload their accomplished School Profile template as many times as needed; however, only data from the latest uploaded version will be saved in the database.
- D. User can change the file name of the template.
- E. Template/s available for downloading will be based on the school's COCs.
- F. *Fill in the white cells only.*
- G. The system will allow uploading of template with incomplete data. Any blank data cells (with numeric value) will be converted to zero (0) in the database

H. Fill out data cells manually. *Strictly no using of copy and paste, cut and paste, or drag and drop.*

I. Data cells requiring numeric values:

a. Input whole number for data cells requiring whole number.
Example: Age profile.

Table 8. SHS LEARNERS WITH DISABILITIES (LWDs) AGE PROFILE DATA, SY 2019-2020 (As of June 30, 2019)

Age	Grade 11		Grade 12		TOTAL (Grades 11-12)	
	Male	Female	Male	Female	Male	Female
Below 15	5				5	0
15	5				5	0
16	5				5	0
17	5				5	0
18	5				5	0
19	5				5	0
20	5				5	0
21	5				5	0
22	5				5	0
23	5				5	0
24	5				5	0
25 & Above	5				5	0
TOTAL	60	0	0	0	60	0

b. Input decimal numbers for data cells requiring decimal numbers. Example: Amount

Table 24. MOOE ALLOCATION, UTILIZATION AND LIQUIDATION FROM JANUARY 2018 TO DECEMBER 2018

MOOE	Amount in PhP
Allocation	50000.10
Utilization	50000.00
Liquidation	50000.00

- Maintenance and Other Operating Expenses (MOOE)** - is the allocated funds for public elementary and secondary schools that can be spent on activities and necessities (i.e. electricity and water) that support learning programs and help maintain a safe and healthy environment in schools.
- MOOE Allocation** - refers to the MOOE provided for the previous fiscal year.
- MOOE Utilization** - refers to the amount of MOOE utilized from the MOOE allocation of the previous fiscal year.
- MOOE Liquidation** - refers to the amount of MOOE liquidated from the MOOE utilized from the MOOE allocation of the previous fiscal year.

J. Checkboxes options:

- a. Any checkbox options where "Yes" and "No" options were both selected, this will be considered as "Yes"

1. Are there internet service providers in the area? ☒ Yes ☒ No

- b. For checkbox options with related data fields, if "Yes" is selected, related field/s must be filled in with value greater than 0.

Box 1. LEARNING ACTION CELL (LAC) SESSION, SY 2019-2020
(Please provide appropriate answers)

1. Do you conduct LAC Session/s in your school ☒ Yes ☒ No

If Yes, indicate the number of LAC Session/s conducted:

1.a. Conducted last SY 2018-2019

1.b. Planned to be conducted this SY 2019-2020

- c. If both "Yes" and "No" options are not selected, this will be treated automatically as "No"

Box 2. ACTION RESEARCH, SY 2019-2020
(Please provide appropriate answers)

1. Do you conduct Action Research in your school? ☐ Yes ☐ No

If Yes, indicate the number of Action Research conducted:

1.a. Completed last SY 2018-2019

1.b. On-going

1.c. To be conducted

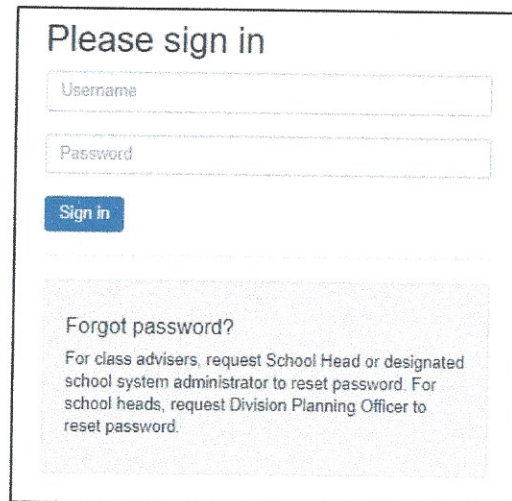
K. Dates can be inputted as text (i.e., Oct. 30, 2019 or 10/30/2019, 10 30 2019)

L. Observe validation on data cells. Example:

Table	Remarks
SchInfo	School ID inputted in the template will be check based on the School ID associated in the user account.
Table 6 (GESP Form) Table 4 (GJHSP Form)	Number of classes should be less than the total enrolment.
Table 14 (GESP Form) Table 12 (GJHSP Form)	Column 12 must tally in entries in Column 2

THE PROCESS

1. Go to **BEIS** website <http://beis.deped.gov.ph/> and log in using the LIS School Head account.



Please sign in

Username

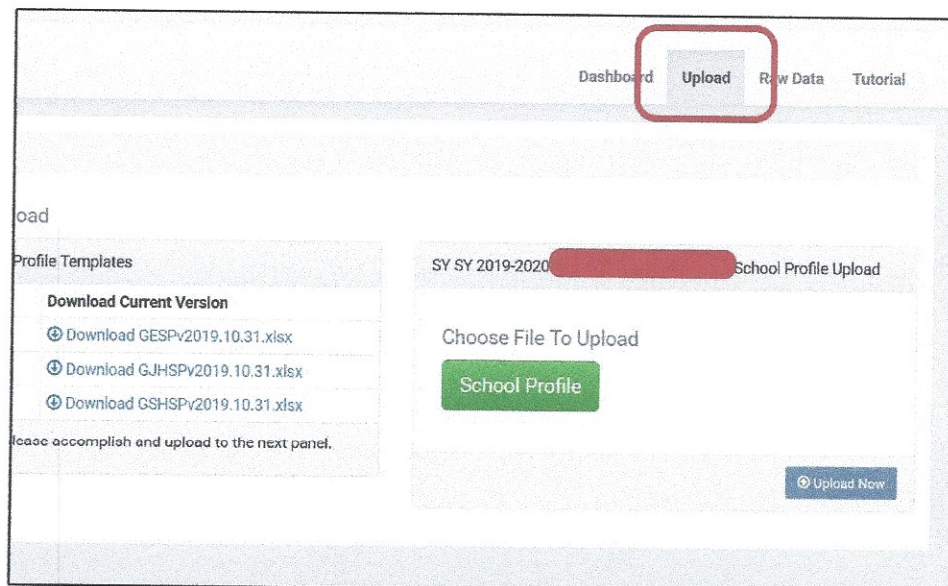
Password

Sign in

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

2. Click the **UPLOAD** tab.



Dashboard Upload Raw Data Tutorial

oad

Profile Templates

Download Current Version

- Download GESPv2019.10.31.xlsx
- Download GJHSPv2019.10.31.xlsx
- Download GSHSPv2019.10.31.xlsx

Please accomplish and upload to the next panel.

SY SY 2019-2020 School Profile Upload

Choose File To Upload

School Profile

Upload Now

3. Download the School Profile template/s

Upload

SY 2019-2020 School Profile Templates

#	School Profile	Download Current Version
1	Government Elementary School Profile	Download GESPv2019.10.31.xlsx
2	Government Junior High School Profile	Download GJHSPv2019.10.31.xlsx
3	Government Senior High School Profile	Download GSHSPv2019.10.31.xlsx

Select the appropriate template and download. Please accomplish and upload to the next panel.

4. Accomplish the downloaded template

School ID:

Republic of the Philippines
DEPARTMENT OF EDUCATION
PLANNING SERVICE
 Education Management Information System Division

GOVERNMENT SENIOR HIGH SCHOOL (SHS) PROFILE

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 Schools Division Office (SDO).

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 2019-2020

School Name : <input style="width: 100%;" type="text"/> <div style="text-align: center; font-size: small;">(Official Name)</div> <input style="width: 100%;" type="text"/> <div style="text-align: center; font-size: small;">(Previous Name, if any)</div> Address : <input style="width: 100%;" type="text"/> <div style="display: flex; justify-content: space-between; font-size: x-small;"> No. <input style="width: 20%;" type="text"/> Street/Title/Period <input style="width: 40%;" type="text"/> Barangay <input style="width: 40%;" type="text"/> </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> Municipality/City <input style="width: 30%;" type="text"/> Province <input style="width: 30%;" type="text"/> Zip Code <input style="width: 40%;" type="text"/> </div>	Region : <input style="width: 100%;" type="text"/> Division : <input style="width: 100%;" type="text"/> Legislative District : <input style="width: 100%;" type="text"/> Telephone Number : <input style="width: 100%;" type="text"/> Mobile Number : <input style="width: 100%;" type="text"/> Fax Number : <input style="width: 100%;" type="text"/> Website (if any) : <input style="width: 100%;" type="text"/> E-Mail Address : <input style="width: 100%;" type="text"/> Date Established : <input style="width: 100%;" type="text"/>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Please check (✓) if the school is:

☐ an Annex/Extension School (Please indicate Mother School:)

☐ an Implementing Unit (has book of accounts or has fiscal autonomy)

If check (✓), should have any of the finance positions: Accountant I, Senior Bookkeeper or Disbursing Officer II in Table 10.

Certified True and Correct by:

 School He. :

(Signature Over Printed Name) / Date

 Position 1 :

Validated by Planning Officer III (PRS-SGOD):

(Signature Over Printed Name) / Date

Noted by the Schools Division Office:

 Head of the Office :

(Signature Over Printed Name) / Date

 Position Title :

← ... SchInfo
Table1
Tables2-3
Table4
Table5a
Table5b
Table6a
Table6b
Table7
Table7 cont.
Table8
Table9a

5. Click the School Profile button to search for the file to be uploaded.

Dashboard Upload Raw Data Tutorial

load

Profile Templates

Download Current Version

- Download GESPV2019.10.31.xlsx
- Download GJHSPV2019.10.31.xlsx
- Download GSHSPV2019.10.31.xlsx

Please accomplish and upload to the next panel.

SY SY 2019-2020 School Profile Upload

Choose File To Upload

School Profile

Upload Now

6. Click the UPLOAD NOW button

Dashboard Upload Raw Data Tutorial

load

Profile Templates

Download Current Version

- Download GESPV2019.10.31.xlsx
- Download GJHSPV2019.10.31.xlsx
- Download GSHSPV2019.10.31.xlsx

Please accomplish and upload to the next panel.

SY SY 2019-2020 School Profile Upload

Choose File To Upload

School Profile

Upload Now

If there are errors found in the uploaded template:

- a. A notification message will be displayed: "Error(s) found. Please check the errors from the table below".

Home / Upload / New Upload

Upload

SY 2019-2020 School Profile Templates

#	School Profile	Download Current Version
1	Government Elementary School Profile	Download GESPy2019.10.31.xlsx
2	Government Junior High School Profile	Download GJHSPy2019.10.31.xlsx
3	Government Senior High School Profile	Download GSHSPy2019.10.31.xlsx

Select the appropriate template and download. Please accomplish and upload to the next panel.

SY 2019-2020 School Profile Upload

Error(s) found. Please check the errors from the table below.

Choose File To Upload

School Profile

Upload Now

TEMPLATE ERRORS (Please fix these errors and reupload your excel file)

#	Variable	Incorrect Values	Sheet/Cell Address	Error Message
1	sch_id	NULL VALUE	BLANK School ID	Please enter a valid School ID

- b. A table (TEMPLATE ERRORS) will be displayed to list the errors found in the uploaded template.

Home / Upload / New Upload

Upload

SY 2019-2020 School Profile Templates

#	School Profile	Download Current Version
1	Government Elementary School Profile	Download GESPy2019.10.31.xlsx
2	Government Junior High School Profile	Download GJHSPy2019.10.31.xlsx
3	Government Senior High School Profile	Download GSHSPy2019.10.31.xlsx

Select the appropriate template and download. Please accomplish and upload to the next panel.

SY 2019-2020 School Profile Upload

Error(s) found. Please check the errors from the table below.

Choose File To Upload

School Profile

Upload Now

TEMPLATE ERRORS (Please fix these errors and reupload your excel file)

#	Variable	Incorrect Values	Sheet/Cell Address	Error Message
1	sch_id	NULL VALUE	BLANK School ID	Please enter a valid School ID

If the uploaded template has no errors, a “*School Profile Successfully uploaded*” notification message will be displayed.

The screenshot shows the 'Upload' page with a notification box stating 'School Profile Successfully uploaded.' The page includes a sidebar with 'Home', 'Upload', and 'New Upload' links. The main content area has a 'School Profile Templates' section with three download links for different school types. A 'Choose File To Upload' section is also visible with a 'School Profile' button and an 'Upload Now' button.

7. To view/download the uploaded template/s, click the Dashboard tab. Then click the template’s name under School Profile column.

The screenshot shows the 'Dashboard' page with a table titled 'School Profiles Uploaded'. The table has columns for #, School Profile, SY, Uploaded On, Uploaded By, Updated On, and Updated By. There are three rows of data. A 'Validation' section on the right contains three buttons: 'REUPLOAD', 'REUPLOAD', and 'REUPLOAD'.

#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	2019_elem_500002.xlsx	2019-2020	2019-10-02 09:12:37	78275	2019-10-16 07:53:51	78275	REUPLOAD
2	2019_shs_500002.xlsx	2019-2020	2019-10-31 02:32:22	78275	2019-10-31 02:32:30		REUPLOAD
3	2019_jhs_500002.xlsx	2019-2020	2019-10-31 02:38:16	78275	2019-10-31 02:38:25		REUPLOAD

School can no longer upload the school profile template/s once it has been validated by the Division Planning Officer (DPO).

The screenshot shows the 'Dashboard' page with a table titled 'School Profiles Uploaded'. The table has columns for #, School Profile, SY, Uploaded On, Uploaded By, Updated On, and Updated By. There are three rows of data. A 'Validation' section on the right contains three buttons: 'VALIDATED', 'VALIDATED', and 'VALIDATED'.

#	School Profile	SY	Uploaded On	Uploaded By	Updated On	Updated By	Validation
1	2019_elem_500002.xlsx	2019-2020	2019-10-02 09:12:37	78275	2019-10-31 02:44:29	78275	VALIDATED
2	2019_shs_500002.xlsx	2019-2020	2019-10-31 02:32:22	78275	2019-10-31 02:44:30		VALIDATED
3	2019_jhs_500002.xlsx	2019-2020	2019-10-31 02:38:16	78275	2019-10-31 02:44:30		VALIDATED

For reversion request, kindly contact your respective DPO.