



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

March 22, 2021

DIVISION MEMORANDUM  
NO. 105, s. 2021

To: OIC, Assistant Schools Division Superintendents  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
All Public Schools District Supervisors  
All District Data Management Coordinators  
All Concerned

**2021 BASIC EDUCATION INFORMATION SYSTEM (BEIS) ORIENTATION AND  
ONLINE VALIDATION GUIDELINES**

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 Guidelines on Basic Education Information System (BEIS) Orientation and Validation for School Year 2020-2021 in order to ensure complete and accurate data in the schools division office in line with the compliance to the national policy.
2. All public and private schools offering Kindergarten to Grade 12 are directed to comply with the procedures stipulated in the enclosed guidelines (Annex 1) and are expected to have their BEIS School Profiles uploaded and requested for validation on or before April 23, 2021.
3. All public schools are enjoined to attend to the BEIS Orientation initiated by their designated District Data Management Coordinator in order to be properly informed in the process of profile preparation and validation. The District BEIS Orientation is highly suggested to be done virtually to ensure the safety of the participants.
4. The following personnel shall assist the Planning and Research unit in the validation of BEIS profiles of private schools including SUCs, LUCs, and HEIs during the validation period.

Name of Personnel	Place of Assignment
Jay P. Fulvadora	SDO
Kristine A. Salamat	SDO
Royce R. Aure	SDO



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
[www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
[deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)

"Serbisyon Pang-Edukasyon Tapat at Sapat para sa Batang KABITENYO"



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

---

5. Inquiries and clarifications may be communicated to DepEd Cavite Planning Facebook page or email address [depedcavite.planning@deped.gov.ph](mailto:depedcavite.planning@deped.gov.ph).
6. Immediate and widest dissemination of this Memorandum is hereby directed.

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

JMS/ DM No. 105, s. 2020  
032321-001 / 03/23/21



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
 [www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
 [deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)

**"Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO"**







Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**Annex 1. GUIDELINES IN THE VALIDATION OF BEIS SCHOOL PROFILE**

**GUIDELINES IN  
THE VALIDATION  
OF BEIS SCHOOL  
PROFILE**



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
 [www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
 [deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)

**“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”**



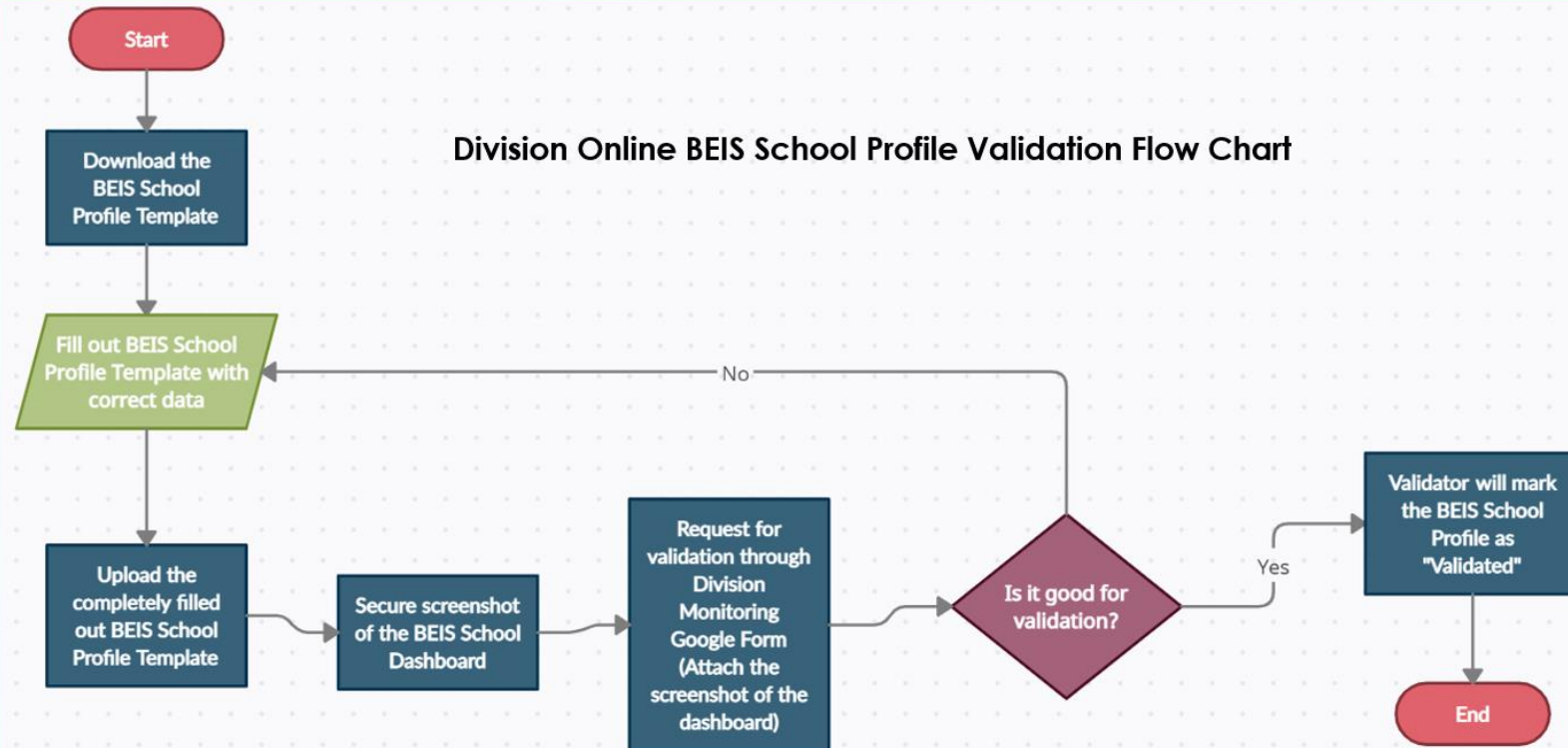
Republic of the Philippines  
**Department of Education**





REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

## PROCESS FLOW



**Division Online BEIS School Profile Validation Flow Chart**



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
 [www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
 [deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)

**"Serbisyon Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO"**



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

## 1. DOWNLOADING OF BEIS SCHOOL PROFILE TEMPLATE



Basic Education Information System

Dashboard Upload

Home Upload New Upload

SY 2018-2019 School Profile Templates

#	School Profile	Download Current Version
1	Government Elementary School Profile	<a href="#">Download GESPy2018.10.17.xlsx</a>
2	Government Junior High School Profile	<a href="#">Download GJHSPy2018.10.17.xlsx</a>
3	Government Senior High School Profile	<a href="#">Download GSHSPy2018.10.17.xlsx</a>

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

SY 2018-2019 School Profile Upload

Choose File To Upload

[School Profile \(XLS\)](#)

[Upload Now](#)

To download the BEIS School Profile Template, click these links.

1. The process starts with the downloading of the BEIS School Profile Template using the **School Head Account**. Go to the BEIS upload page and click the download links of corresponding School Profile. The file to be downloaded will be in Microsoft Excel format. Make sure that the computer to be used has a Microsoft Office (preferably latest version) installed.



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
 [www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
 [deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)

**“Serbisyon Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”**



Republic of the Philippines  
Department of Education

REGION IV-A  
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

## 2. FILLING OUT THE TEMPLATE



Complete the entire template. List table are shown in this area.

White areas for encoding.

Don't forget to save the file after encoding

- After downloading, the school should fill out the template with complete and accurate data. Make sure that the template is properly filled out to avoid errors in uploading. Do not forget to save the file upon completion.



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
[www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
[deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)

“Serbisyon Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**3. UPLOADING OF ACCOMPLISHED  
BEIS SCHOOL PROFILE TEMPLATE**



Basic Education Information System

Dashboard Upload

Home Upload New Upload

Upload

SY 2018-2019 School Profile Templates

#	School Profile	Download Current Version
1	Government Elementary School Profile	Download GESPV2018.10.17.xlsx
2	Government Junior High School Profile	Download GJHSPV2018.10.17.xlsx
3	Government Senior High School Profile	Download GSHSPV2018.10.17.xlsx

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

SY 2018-2019 School Profile Upload

Choose File To Upload

School Profile (XLS)

Upload Now

Click this button to select the file to be uploaded.

After selecting the correct file, hit "Upload Now" Button

- To upload the completely filled out School Profile Template, go to the BEIS upload page and click the School Profile (XLS) button. Another window will pop out that requires selecting the file to be uploaded. Make sure to choose the correct file before clicking the Upload Now button.



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
[www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
[deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)

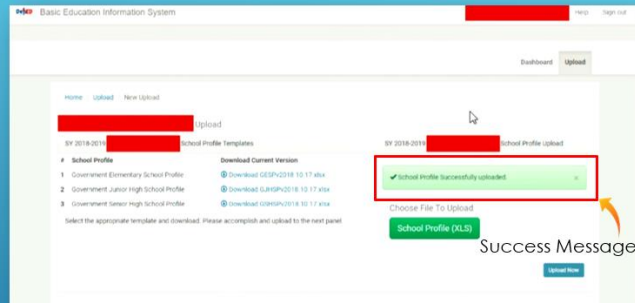
**"Serbisyon Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO"**



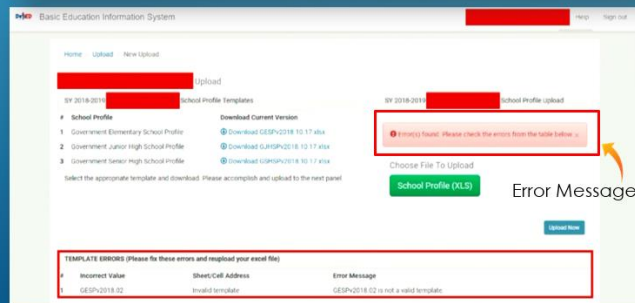
Republic of the Philippines  
Department of Education

REGION IV-A  
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

#### 4. UPLOADING OF ACCOMPLISHED BEIS SCHOOL PROFILE TEMPLATE



Make sure your BEIS School Profile is successfully uploaded before proceeding



An error message will pop out if there is an error in the uploaded profile.

- After clicking the Upload Now button, a system message will appear. System message in color green indicates that the file was successfully uploaded. On the other hand, red colored system message indicates that the file was not successfully uploaded due to error/s. In failure of upload, the Template Errors will appear at the bottom part of the page. This will require the school to correct the detected error/s and reupload the file until it was successfully uploaded.



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
[www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
[deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)

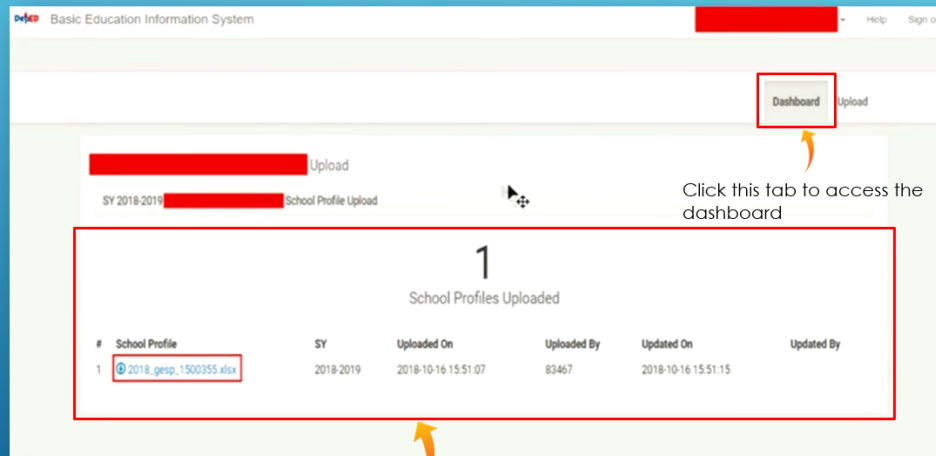
“Serbisyon Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**





### 5. SECURING SCREENSHOT OF THE DASHBOARD



Your dashboard should be look like this before capturing.

5. Secure a screenshot of the BEIS Dashboard once the profile was successfully uploaded. Capture the whole dashboard page and save it as an image file.



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
 [www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
 [deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)

“Serbisyon Pang-Edukasyon Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines  
Department of Education

REGION IV-A  
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

## 6. REQUEST FOR BEIS SCHOOL PROFILE VALIDATION



[bit.ly/CaviteBEISValidationPublicSchools2021](https://bit.ly/CaviteBEISValidationPublicSchools2021)

BEIS Validation Monitoring for Public Schools

Instructions:

1. Send a request for validation here if your school has done uploading/reuploading your BEIS School Profile.
2. Secure a screenshot of your BEIS dashboard everytime you upload/reupload your BEIS School Profile.
3. If you have not yet done uploading your BEIS School Profile, click this link: <https://beis.deped.gov.ph>
4. For the BEIS School Profile Uploading Tutorial, click this link: <https://beis.deped.gov.ph/beis-validation-video-tutorial>

The name and photo associated with your Google account will be recorded when you upload files and submit this form.

Not [depedcavite\\_planning@deped.gov.ph](mailto:depedcavite_planning@deped.gov.ph)? [Switch account](#)

\* Required

Email address \*

Your email

Municipality \*

Choose

School ID \*

Your answer

[bit.ly/CaviteBEISValidationPrivateSchools2021](https://bit.ly/CaviteBEISValidationPrivateSchools2021)

BEIS Validation Monitoring for Private Schools

Instructions:

1. Send a request for validation here if your school has done uploading/reuploading your BEIS School Profile.
2. Secure a screenshot of your BEIS dashboard everytime you upload/reupload your BEIS School Profile.
3. If you have not yet done uploading your BEIS School Profile, click this link: <https://beis.deped.gov.ph>
4. For the BEIS School Profile Uploading Tutorial, click this link: <https://beis.deped.gov.ph/beis-validation-video-tutorial>

The name and photo associated with your Google account will be recorded when you upload files and submit this form.

Not [depedcavite\\_planning@deped.gov.ph](mailto:depedcavite_planning@deped.gov.ph)? [Switch account](#)

\* Required

Email address \*

Your email

Municipality \*

Choose

School ID \*

Your answer

Both forms are requiring the requestors to upload their BEIS Dashboard Screenshot. Validators use these screenshots to confirm if the school has already uploaded/reuploaded their profile.

6. After completion of the previous steps, the school may now request for the online validation of the BEIS School Profile. For public schools, the link of the google form will be **<https://bit.ly/CaviteBEISValidationPublicSchools2021>**. For private schools, the link of the google form will be **<https://bit.ly/CaviteBEISValidationPrivateSchools2021>**. Both forms will require the requestors to provide their school and personal data and attach the screenshot of their school's BEIS Dashboard for validation purposes.



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
 [www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
 [deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)

“Serbisyon Pang-Edukasyon Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines  
Department of Education

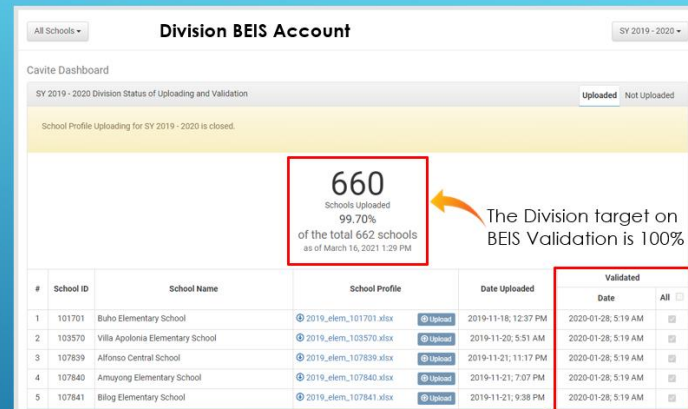
REGION IV-A  
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

## 7. VALIDATION OF BEIS SCHOOL PROFILE

After sending a request, the validation team will check and validate the credibility of the data provided in the uploaded profile.

The validator will notify the requestor with an email once the profile has been validated.

If there are any necessary adjustment needed, the validator will advise the requestor through an email to correct and reupload their profile.



- Once the request was submitted, the validation team will start to check and validate the credibility of the data provided in the uploaded profile. If the school profile was properly prepared upon validation, the assigned validator will notify the requestor through an email that their school profile has been marked as validated. On the other hand, the assigned validator will advise the requestor with an email to go back to Step No. 2 if there are some corrections needed to be addressed in the uploaded profile.



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
[www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
[deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)

“Serbisyon Pang-Edukasyon Tapat at Sapat para sa Batang KABITENYO”