



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

07 April 2021

DIVISION MEMORANDUM

No. **126**, s. 2021

**DATA COLLECTION OF BASIC EDUCATION STATISTICS IN THE
ENHANCED - BASIC EDUCATION INFORMATION SYSTEM (E-BEIS)
FOR BEGINNING OF SCHOOL YEAR (BOSY) 2021-2022**

To: Office of the Assistant Schools Division Superintendent
Chief - School Governance and Operations Division
Chief - Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
Private School Administrators
All others concerned

1. The Schools Division Office of Nueva Vizcaya through the School Governance and Operations Division – Planning and Research Section announces the conduct of the Data Collection of Basic Education Statistics in the Basic Education Information System for Beginning of SY (BOSY) 2021-2022.
2. The activity is initiated to establish accurate and reliable registry of schools which will ensure availability of data and information needed for planning and budgeting, allocation of resources, and setting operational targets to provide access to complete quality basic education.
3. All public and private elementary and secondary schools offering elementary and secondary education, are directed to ensure prompt, complete and accurate accomplishment of the BEIS forms **on or before April 30 2021**.
4. Public Schools District Supervisors and District –in – Charge are requested to monitor and supervise the submission of the BOSY 2020-2021 for both public and private schools.
5. School heads, in coordination with the ICT/LIS/E-BEIS Coordinators, are advised to quality assure the reports before uploading to the E-BEIS.
6. District ICT/LIS/E-BEIS Coordinators are advised to provide necessary technical assistance in their district during the uploading of the reports in the system.
7. Status of submission will be strictly monitored by the Planning Officer III of the PAR and will provide updates in the AHA SDO, SDO NV PSDS/DIC Team, NVESSA, NVASSP, ICT/LIS/EBEIS Coordinators group chats.



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc Code:	FM-OBDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	1



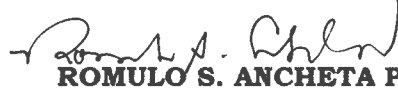
8. For any technical assistance or concerns contact immediately the PAR Section through the Planning Officer III – Romeo Emmanuel C. Yarcia II.

9. Attached hereto are the basic steps in the submission of the BOSY for your reference (Annex A).

10. Strict compliance and adherence to this memorandum is directed.

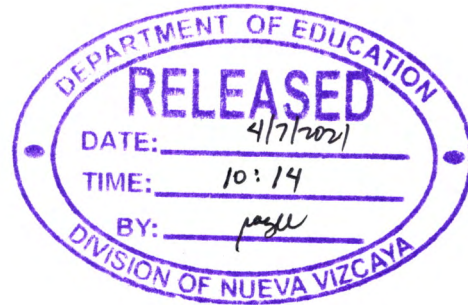
RACHEL R. LLANA PhD., CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

By the Authority of the Superintendent:


ROMULO S. ANCHETA PhD

Chief – School Governance & Operations Division

not 4/7



Encl.:

As stated

References:

DepEd Order 26, s. 2015



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya

Telephone Nos.: (078) 362-0106, 09171589946

Email Address: nuevavizcaya@deped.gov.ph

Website: www.deped-nv.com.ph

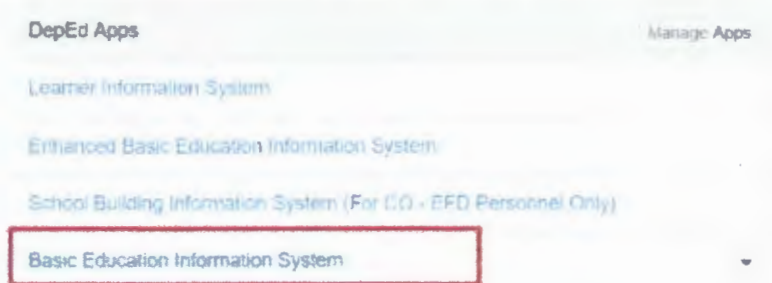
Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	2



Annex A: Basic Steps in the Submission of BOSU 2020-2021

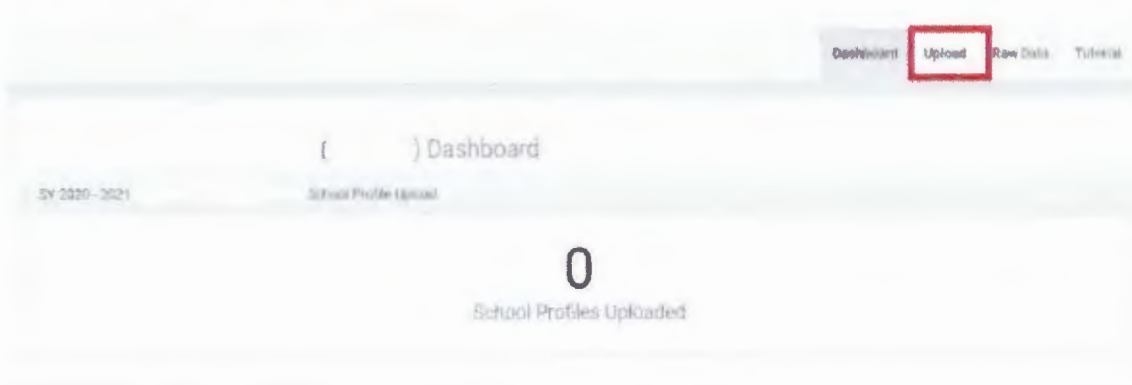
Steps:

1. Login to <http://beis.deped.gov.ph> using School Head Account.
2. Click on the **Basic Education Information System** link under DepEd Apps group panel.



Steps:

3. Click the Upload tab.



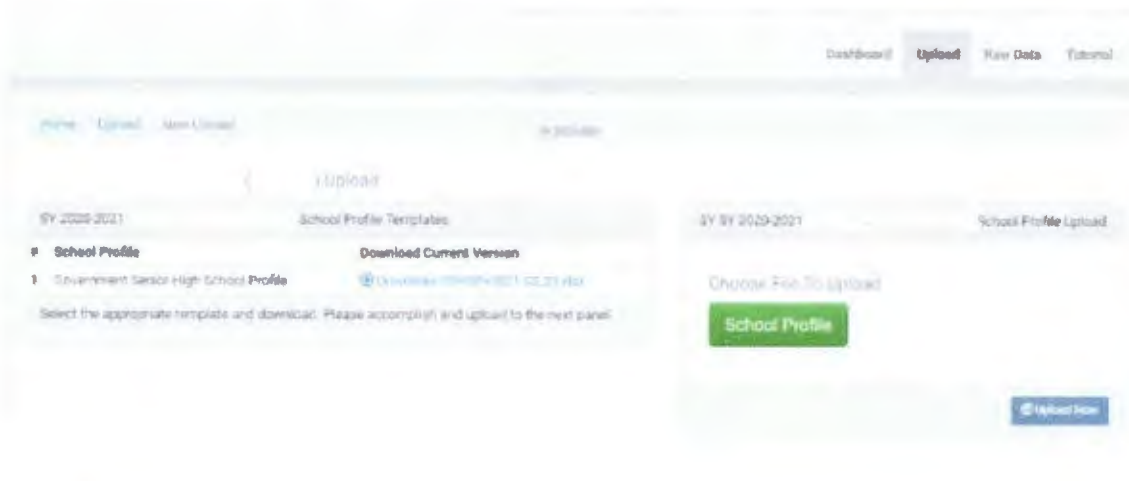
Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	3



Steps:

4. Download the School Profile template/s.



Steps:

5. Accomplished the downloaded template/s.

The image shows a yellow-themed form titled 'GOVERNMENT SENIOR HIGH SCHOOL (SHS) PROFILE'. At the top, it says 'Approved by the Division Office - Marikina' and 'Department of Education - Marikina Division Office'. Below the title, there's a 'SCHOOL INFORMATION' section with fields for 'School Name', 'Address', 'City/Municipality', 'Province', and 'Zip Code'. There's also a 'SCHOOL PROFILE' section with a 'SCHOOL TYPE' dropdown and a 'SCHOOL STATUS' dropdown. The 'SCHOOL PERFORMANCE' section has fields for 'SCHOOL RATING' and 'SCHOOL TYPE'. At the bottom, there are fields for 'SCHOOL TYPE' and 'SCHOOL STATUS'. The form is designed for schools to provide detailed information about their operations and performance.



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

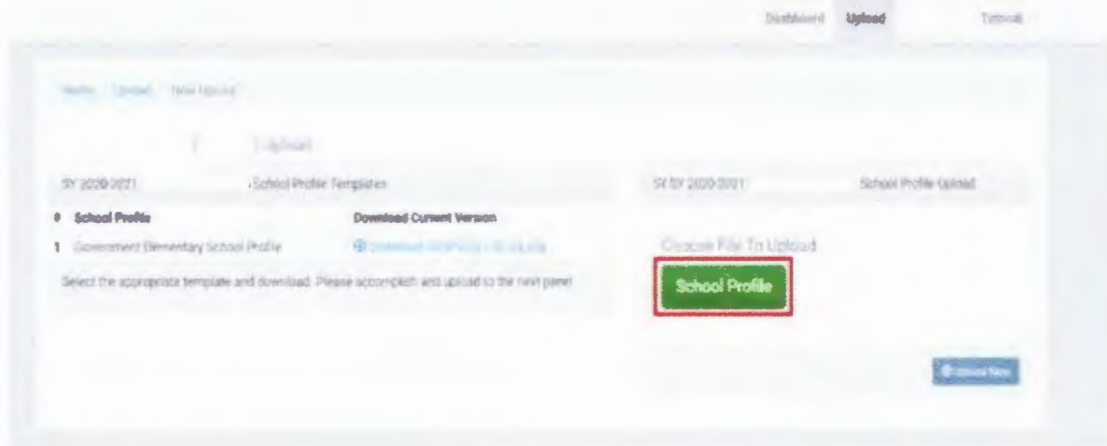
Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	4



- Note that some questions have drop down options.

Steps:

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



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
 Telephone Nos.: (078) 362-0106, 09171589946
 Email Address: [nuevavizcaya@deped.gov.ph](mailto: nuevavizcaya@deped.gov.ph)
 Website: www.deped-nv.com.ph

Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	5



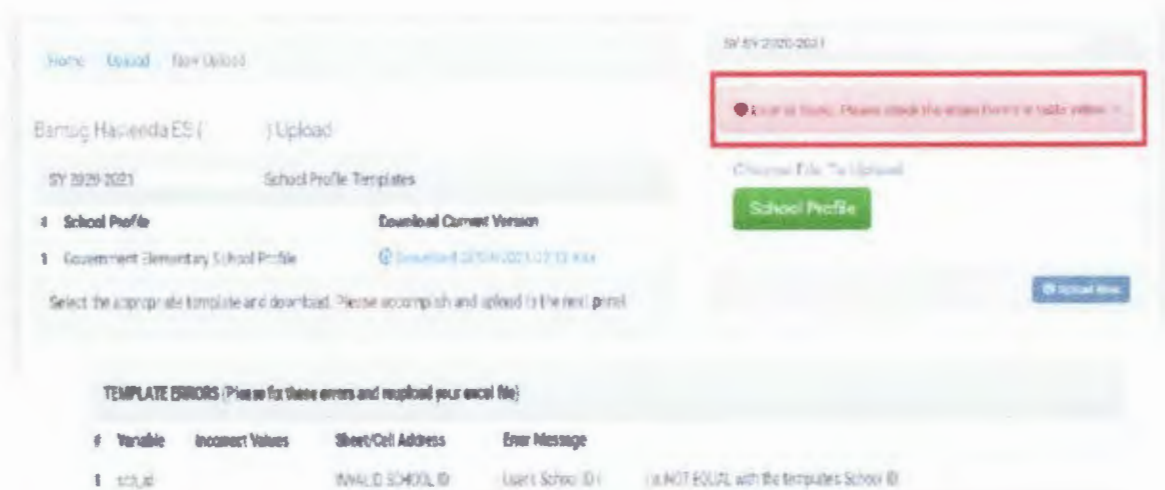
Steps:

7. Click the Upload Now button.



If there are errors found in the uploaded file:

1. An error notification message will be displayed.



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc Code:	FM-OBDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	6



If there are errors found in the uploaded file:

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

The screenshot shows the 'Upload' page for the 'School Profile' template. A red error message at the top states: 'Error in Form: Please check the school code (it will auto)'. Below this, a table titled 'TEMPLATE ERRORS (Please fix these errors and reupload your excel file):' is displayed. The table has four columns: Variable, Incorrect Values, Sheet/Cell Address, and Error Message. One error is listed: Variable 'SCHOOLID', Incorrect Values 'BVALC SCHOOLID', Sheet/Cell Address 'Users School ID', and Error Message 'is NOT EQUAL with the automatic SchoolID'.

Variable	Incorrect Values	Sheet/Cell Address	Error Message
SCHOOLID	BVALC SCHOOLID	Users School ID	is NOT EQUAL with the automatic SchoolID

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

The screenshot shows the 'Upload' page for the 'School Profile' template. A green notification message at the top states: 'School Profile Successfully uploaded'. The interface includes a 'Download Current Version' button and a 'Choose File To Upload' section with a 'School Profile' button.

