TO: Regional Directors
   Schools Division Superintendents
   Planning and Research Section-SCGD
   School Heads,
   Other concerned personnel

FROM: JESUS R. MATEO
       Undersecretary

SUBJECT: Specific Instructions on the Collection of Data/Information Requirements for Beginning of School Year (BOSY) 2018-2019 in the Basic Education Information System

DATE: 24 October 2018

This is in reference to the issued DepEd Order 32, series 2018: Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year (BOSY) 2018-2019 in the Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS). Please be advised of the following specific instructions as follows:

1. Downloading and uploading of the BEIS School Profile templates shall ONLY be done using the School Head User Account at the www.beis.deped.gov.ph.

2. Make sure to download the official/valid BEIS School Profile templates appropriate to the Curriculum Offering Classification (COC) of the school:
   - GESP: GESPv2018.10.24.xlsx
   - GHSP: GHSPv2018.10.24.xlsx
   - GSHSP: GSHSPv2018.10.24.xlsx
   - PSGP: PSGPv2018.10.24.xlsx
   - SADP: SADPv2018.10.24.xlsx

3. Encode data in the white cells of the template. Do not use copy and paste, cut and paste and most especially drag and drop.

4. Make sure that data is complete. Although blank cells are allowed, all tables/boxes that are expected to have entries should be filled up.

5. Users can upload their accomplished BEIS School Profile templates as many times as needed. However, only data from the latest uploaded version will be saved in the database.

6. User can change the file name of the template.

October 31, 2018

To: Public School District Supervisors,
   School Head and Coordinators,
   And all other concerned

For your information and guidance. Please upload on or before December 10, 2018 to give enough time for the validation by the SGOD Planning and Research Unit.

SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

8. Observe the following timelines:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Office</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>Encoding of School Profiles</td>
<td>Schools</td>
<td>October 24 to December 15, 2018</td>
</tr>
<tr>
<td>Validation</td>
<td>School Division Office</td>
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<td>Reversion</td>
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<td>December 16 to December 31, 2018</td>
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Thank you for continued support.