



Tanggapan ng Kalihim
Office of the Secretary

JUL 3 12006

DepED ORDER

No. 33, s. 2006

**REGULAR ANNUAL COLLECTION AND PROCESSING OF FORMAL
BASIC EDUCATION DATA**

**To: Regional Directors
Regional Secretary – DepED ARMM
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools**

1. The annual statistical activities of the Department start this school year with the distribution and collection of the data gathering forms designed for electronic processing using the Basic Education Information System (BEIS).
2. The BEIS data gathering forms covering SY 2006–2007 consist of the following:
 - a. Government Elementary School Profile
 - b. Government Secondary School Profile
 - c. Private School Profile (for private elementary and secondary schools)The data gathering forms have been revised to include additional data requirements on Madrasah education and Indigenous Peoples and age profile for pre-school.
3. The heads of the regional and divisional planning units shall jointly undertake the distribution, collection and processing of the accomplished forms. Funds for the printing and reproduction of the forms shall be transferred directly to the division offices to expedite the data collection activity.
4. The cut-off date for the Government Elementary and Secondary School Profile and Private School Profile remains as is, August 31. Enclosed are the forms.

5. District supervisors and heads of public elementary schools, secondary school principals, vocational school administrators and heads of private schools offering elementary and/or secondary education shall be held responsible and accountable for the prompt, complete and accurate filling up of the BEIS forms. They shall likewise be responsible for the submission of the duly accomplished forms to their respective division offices on or before September 30, 2006. The division planning units should be responsible for the complete and prompt retrieval of accomplished private schools profiles for onward submission to the Planning Service.

6. The regional directors, schools division superintendents, district supervisors and school heads are advised to implement rigid validation procedures to ensure the completeness, accuracy and reliability of the data. These concerned field officials shall be held responsible and accountable for any inaccuracy or false data reported. The Central Office through the OPS undertake a rigorous system of spot checking and validation at the central and field levels. Administrative sanctions shall be imposed on those officials who deliberately report false or inaccurate data.

7. The division offices shall electronically process the public elementary and secondary schools profiles to produce the following outputs and shall submit the same on the following dates to their respective regional offices:

<u>Outputs (electronic copy)</u>	<u>Date</u>
BEIS Quick Counts (Module 1)	End of October 2006
BEIS Schools Statistics (Module 2)	End of January 2007

8. The Regional Offices shall consolidate the division offices outputs for onward submission to the Research & Statistics Division (RSD), Office of Planning Service (OPS) on the following dates:

<u>Outputs (electronic copy)</u>	<u>Date</u>
BEIS Quick Counts (Module 1)	End of November 2006
BEIS Schools Statistics (Module 2)	End of February 2007

9. The RSD-OPS shall then consolidate and produce the various levels of disaggregation for dissemination.


<u>Outputs (electronic copy)</u>	<u>Date</u>
BEIS Quick Counts (Module 1)	End of December 2006
BEIS Schools Statistics (Module 2)	End of March 2007

10. Upon the completion of the Module 2, the processing of the BEIS Performance Indicators (Module 3) in various levels of disaggregation commences. The field offices will then be provided with the final electronic copy of the said module by end of April 2007.

11. The DepED Statistical Bulletin shall then be published by end of August 2007.

12. Full attention and strict compliance with this Order is earnestly requested of all concerned to ensure the successful implementation of this annual statistical activity.

13. This order supersedes previous DepED Order regarding annual collection and processing of basic education data.


FE A. HIDALGO
Officer-In-Charge
Department of Education

Encls.:

As stated

Reference:

DepED Order: No. 36, s. 2005

Allotment: 1—(D.O. 50-97)

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

DATA/STATISTICS
FORMS
SCHOOLS



Republic of the Philippines
DEPARTMENT OF EDUCATION
 OFFICE OF PLANNING SERVICE
 Research and Statistics Division

District ID

School ID

GOVERNMENT ELEMENTARY SCHOOL PROFILE

This form shall be accomplished by the head of all government elementary schools. In the case of schools with annexes, extensions, etc., a different form shall be accomplished by every annex, extension, etc.. After entering all data for Tables A through G, copy summary data to the boxes for Quick Count Data found at the bottom of this page, as follows:

Total enrolment
 Total nationally-funded teaching personnel
 Total instructional rooms
 Total classroom furniture

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 shall submit the accomplished forms to the respective Division Office on or before September 30, 2006.

SCHOOL INFORMATION

SY 2006-2007

Name of School : _____ (Official name)

Address : _____

 _____ (If renamed, please indicate old name)

_____ Street _____ Barangay _____

Municipality _____ Province/City _____

Region : _____
 Division : _____
 School District : _____
 Legislative District : _____
 Tel. No. : _____
 Fax No. : _____
 E-Mail Address : _____

Quick Count Data :

Male	Female
<input type="text"/>	<input type="text"/>
Total Enrolment (Table A, "TOTAL")	

Total Nationally-Funded Teaching Personnel (Table F.3, Column 2) (excluding SPED & Preschool Teacher/s)

Total Instructional Rooms (Table E.1, "TOTAL")

Desks	Set of Chairs and Tables	Armchairs
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Classroom Furniture (Table E.2)		

Certified True and Correct by : _____
 School Head : _____ (Signature Over Printed Name)
 Designation : _____ Date : _____

Checked by District Office : _____
 Head of the Office : _____ (Signature Over Printed Name)
 Designation : _____ Date : _____

Verified by the Division Office : _____
 Head of the Office : _____ (Signature Over Printed Name)
 Designation : _____ Date : _____



**INSTRUCTIONS FOR ACCOMPLISHING
THE GOVERNMENT ELEMENTARY SCHOOL PROFILE**

No item should be left blank. Instead, "zero (0)" or "not applicable (a)" shall be written. Shaded boxes shall not be filled.

PUPIL DATA (Tables A & D) - The data being requested cover both the current and previous school years and shall be distributed by grade level and by sex.

- **Total Enrolment** - includes all pupils enrolled in the school, including repeaters. In the case of multigrade pupils, the enrolment figures shall be distributed across the appropriate grades.
- **Pre-school Enrolment** - refers to enrolment before Grade 1. Enrolment in Nursery, Kindergarten, Preparatory, if any, shall be reported whether or not pre-school classes are provided for under the school's regular budget.
- **Monograde Enrolment** - refers to pupils being taught in classes consisting of a single grade only.
- **Multigrade Enrolment** - refers to pupils being taught in classes consisting of two or more grades under one teacher.
- **Number of Repeaters** - refers to pupils who failed or left a particular grade level in any previous school year and are enrolled in the same grade level where they left or failed, as of August 31.
- **Number of Transferees In** - refers to pupils who entered the school from another school, either government or private.
- **Number of Balik-aral** - refers to pupils who finished a grade level, stopped schooling and enrolled in the next grade level after a year or more, as of August 31.
- **Madrasah** - is an Arabic term for school. Operationally, Madrasah Education is now a component of National System of basic education by virtue of DepED Order No. 51, s.2004, authorizing the inclusion of Arabic language and Islamic values in the public school.
- **Indigenous People** - a group of people or homogenous societies identified by self-ascriptio and ascription by others who have continuously lived as an organized community on communally bounded and defined territory sharing common bonds of language, customs, traditions and other distinctive cultural traits. (Source: RA 8371 Indigenous Peoples Act of 1997)
- **Number of Classes per grade level (Grades 1-6)** - refers only to monograde classes. Classes with two or more grade levels shall be counted under the multigrade category.
- **Number of Dropouts** - refers to pupils who left school before completing the prescribed grade level within the specified school year up to March 31 and **should not be included in the total enrolment as of the same date.**
- **Number of Promotees/Graduates** - In grades 1 to 5, refers to pupils who successfully completed the grade level. In grade 6, this refers to pupils who completed the elementary level or the graduates of the level.

AGE PROFILE (Table B)

- The total enrolment of the school as of 31 August shall be distributed across grade levels, by single age and by sex. ECD (Early Childhood Development) experience includes all ECD programs for young children aged 4 to 5 years in registered pre-schools and those in similar organized educational institutions and day care centers.

CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT (Table C)

- **Current SY Enrolment and Number of Classes** - Enrolment shall tally with the data on enrolment and number of classes by grade level (Table A).
- **Shift (or session)** - refers to time schedules corresponding to different sets of classes (e.g. morning and afternoon shifts). Table C shall be filled even if only one shift is offered by the school.

After completing Tables A through C, check that the enrolment totals in these tables tally with one another.

Table A. PUPIL DATA, SY 2006-2007 (As of August 31)

Particulars	Pre-School		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLLMENT																
Monograde																
Multigrade																
Included in this enrollment, number of:																
SPIED, graded																
Repeaters																
Transferees In																
Balk-Aral																
Madrassah Education																
Indigenous People																
Total Number of Monograde Classes																
Total Number of Multigrade Classes																
Included in these classes, for Madrassah Education:																
Monograde Classes																
Multigrade Classes																

Table B. ELEMENTARY AGE PROFILE, SY 2006-2007 (As of August 31)

Age	Pre-school		Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	Male	Female	With E.T.P. Experience	Without E.T.P. Experience	With E.T.P. Experience	Without E.T.P. Experience	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
4 and below																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13 and Above																		
TOTAL																		

Table C. CURRENT SY ENROLLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2006-2007 (As of August 31)

Particulars	1st Shift		2nd Shift		3rd Shift		4th Shift		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment										
Number of Classes										

Totals in these boxes must tally

Certified True and Correct by :

School Head : _____

Designation : _____

Date : _____

Checked by District Office :

Head of the Office : _____

Designation : _____

Date : _____

Verified by the Division Office :

Head of the Office : _____

Designation : _____

Date : _____

INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT ELEMENTARY SCHOOL PROFILE

No item should be left blank. Instead, "zero (0)" or "not applicable (a) " shall be written.

PHYSICAL FACILITIES DATA (Tables E₁, E₂ & E₃)

EXISTING NUMBER OF CLASSROOMS (Makeshift and condemned/condemnable instructional rooms are not to be included.)

Enter the number of rooms currently being used and not currently being used for *instructional purposes, regardless of funding source*, in the appropriate boxes. Similarly, enter the number of rooms currently being used and not currently being used for *non-instructional purposes* in the appropriate boxes. The columns for Totals shall include those currently being used and not

Instructional rooms refer to rooms with the following dimensions:

- 7m x 9m with 2 doors
- 7m x 6m with 1 door
- 7m x 8m with 2 doors
- 6m x 8m (Bagong Lipunan type) with 1 door
- 7m x 7m with 2 doors

Instructional rooms used solely for pre-school classes and SPED classes shall not be included.)

EXISTING CLASSROOM FURNITURE

- **Number of Desks** - refers to the total number of serviceable two-seater desks in the school.
- **Number of Tables and Chairs** - refers to the number of *sets of 1 table and 2 chairs* (new model) in the school.
- **Number of Armchairs** - refers to the total number of serviceable armchairs in the school.

PERSONNEL DATA AND TEACHER ASSIGNMENTS (Tables F & G) - The data to be entered shall be as of 31st of August 2006.

- **Locally-funded teachers working in the school** are those teachers not having plantilla positions and whose compensation is not paid out of the national budget. These are classified according to the following:

Special Education Fund (SEF) – Teachers whose salaries are being paid by the Local School Board Fund (Provincial/City or Municipal) where the school is located.

Local Government Unit (LGU) funded – Those teachers paid out of the general fund (not the SEF) of the LGU.

PTCA-funded – Teachers who receive their salaries through the Parents-Teachers-Community Association (PTCA).

Volunteer – These are teachers who work for free or who receive very minimal allowance.

Others – These are teachers who are being funded by neither one of the above.

- **Nationally-funded personnel** are those teaching and non-teaching personnel having plantilla positions, including those with provisional appointments.
- **Number of positions assigned in the school per latest PSI-POP** refers to the number of plantilla items assigned to the school.
- **Number actually working in the school are** those teaching and non-teaching personnel with plantilla positions who are actually performing their specific assignments in the school, as of 31st of August 2006.
- **On leave** personnel refers to those who are on sick, vacation, study and/or maternity leave as of 31st of August 2006.
- **Position(s) vacant** refers to the plantilla positions that are unfilled as of 31st August 2006.
- **Personnel detailed to DepEd office(s)** are those assigned/designated to other DepEd office(s) like the district, the division, the regional or the central office.
- **Ancillary services** are those rendered by a guidance counselor, librarian, property custodian, office clerk, canteen manager, coordinator (NFE, PE, Boy/Girl Scout, etc.), teacher nurse. Class advisorship is not included.

Table D. PUPIL DATA FOR PREVIOUS SCHOOL YEAR 2005-2006 (As of March 31)

Particulars	Pre-School		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment																
Number of Promotees/Graduates																
Number of Dropouts																

Table E1. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2006-2007 (As of August 31)

Instructional rooms						Non-instructional rooms						
Used as academic classrooms	Used as Science Laboratories	Used as H.F. rooms	Used as I.A./ Workshops	Used as computer rooms	Not currently used	Used as libraries	Used as clinic	Used as canteen	Used as offices	Other uses	Not currently used	Total non-instructional rooms

Table E2. EXISTING CLASSROOM FURNITURE, SY 2006-2007 (As of August 31)

Classroom furniture for pupils	Desks	Sets of chairs and tables	Armchairs	Number of toilets		
				Girls (toilet bowl)	Boys (toilet bowl)	Shared (toilet bowl)

Table F1. PERSONNEL DATA (Locally-funded), SY 2006-2007 (As of August 31)

LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL							
Special Educ. Fund (SEF) (Regular Fund)	Provincial/City Municipal	Local Gov't Unit (LGT) funded	PTCA-funded	Volunteer	Madrassah Education Teacher	Others	TOTAL
							Locally-funded

Certified True and Correct by :

School Head :

Designation :

(Signature Over Printed Name)

Date :

Checked by District Office :

Head of the Office :

Designation :

(Signature Over Printed Name)

Date :

Verified by the Division Office :

Head of the Office :

Designation :

(Signature Over Printed Name)

Date :

Table F2. PERSONNEL DATA (Nationally-funded), SY 2006-2007 (As of August 31)

Position Title Col. 1	Number of positions assigned in the school per latest PSL POP Col. 2	Number actually working in the school			On leave Col. 6	Position(s) vacant Col. 7	Personnel detailed to DPEd Office(s) Col. 8	TOTAL (Col. 5, Col. 6, Col. 7 + Col. 8) Col. 9
		Male Col. 3	Female Col. 4	TOTAL Col. 5				
Principal IV								
Principal III								
Principal II								
Principal I								
Head Teacher III								
Head Teacher II								
Head Teacher I								
Guidance Coordinator/Counselor								
Clerk								
Security Guard								
Utility Worker								
TOTAL (Nationally-funded non-teaching personnel)								

b. Teaching

Master Teacher II								
Master Teacher I								
Teacher III								
Teacher II								
Teacher I								
Sub-Total (Quick Count Data)								
SPED Teacher Items								
Pre-School Teacher Items								
TOTAL (Nationally-funded teaching personnel)								

Note: In Tables F_{2a} & F_{2b}, totals in column 9 must tally with entries in column 2.

Table G. TEACHER ASSIGNMENTS (Nationally-funded teachers only), SY 2006-2007 (As of August 31)

Position Title Col. 1	Carries full-time class teaching load (360 min. or more) Col. 2		Assigned part-time to ancillary services part-time to class teaching, part-time to ancillary services Col. 4		Class teaching less than 200 min. per day Col. 5		Assigned full-time to ancillary services Col. 6	TOTAL (Col. 2+Col. 3+Col. 4+Col. 5+Col. 6) Col. 7
	Not assigned to ancillary services Col. 2	Assigned to ancillary services as additional load Col. 3	Class teaching 200 min. per day or more Col. 4	Class teaching less than 200 min. per day Col. 5	Assigned full-time to ancillary services Col. 6			
Master Teacher II								
Master Teacher I								
Teacher III								
Teacher II								
Teacher I								
SPED Teacher Items								
Pre-School Teacher Items								
TOTAL (Nationally-funded teaching personnel)								

Totals in these boxes must tally.

NATIONALLY-FUNDED PERSONNEL

Certified True and Correct by: _____
 School Head : _____
 Head of the Office : _____
 Verified by the Division Office : _____

(Signature Over Printed Name) _____
 Date : _____
 Designation : _____



Republic of the Philippines
DEPARTMENT OF EDUCATION
OFFICE OF PLANNING SERVICE
Research and Statistics Division

Municipality ID

School ID

GOVERNMENT SECONDARY SCHOOL PROFILE

This form shall be accomplished by the head of all government secondary schools. In the case of schools with annexes, extensions, etc., a different form shall be accomplished by every annex, extension, etc. After entering all data for Tables A through G, copy summary data to the boxes for Quick Count Data found at the bottom of this page, as follows:
Total enrollment
Total nationally-funded teaching personnel
Total instructional rooms
Total classroom furniture
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 shall submit the accomplished forms to the respective Division Office on or before September 30, 2006.

SCHOOL INFORMATION

SY 2006-2007

Name of School :

(Official name)

(If renamed, please indicate old name.)

Address :

#

Street

Barangay

Municipality

Province/City

Region :

Division :

Legislative District :

Tel. No. :

Fax No. :

E-Mail Address :

Type of School:

1. Funding (Tick one only)
 National
 Local

2. Type (Tick as appropriate)
 Science High School
 Integrated School
 SPED School

Quick Count Data :

Male Female
Total Enrollment
(Table A, "TOTAL")

Total Nationally-Funded Teaching Personnel
(Table F, Column 2)
(excluding SPED Teachers)

Total Instructional Rooms
(Table E, "TOTAL")

Desks No. of chairs
and tables Armchairs
Total Classroom Furniture
(Table E, 3)

Certified True and Correct by :

School Head :

Designation :

(Signature Over Printed Name)

Date :

Verified by the Division Office :

Head of the Division :

Designation :

(Signature Over Printed Name)

Date :



Republic of the Philippines
DEPARTMENT OF EDUCATION
OFFICE OF PLANNING SERVICE
Research and Statistics Division



**INSTRUCTIONS FOR ACCOMPLISHING
THE GOVERNMENT SECONDARY SCHOOL PROFILE**

No item should be left blank. Instead, "zero (0)" or "not applicable (a) " shall be written.

STUDENT DATA (Table A) - The data to be entered shall be distributed by year level and by sex.

- **Total Enrolment** - includes all students enrolled in the school, including repeaters.
- **Number of Repeaters** - refers to students who failed or left a particular year level in any previous school year and are enrolled in the same year level where they left or failed, as of August 31.
- **Number of Transferees In** - refers to students who entered the school from another school, either government or private.
- **Number of Balik-aral** - refers to students who finished a year level, stopped schooling and enrolled in the next year level after a year or more, as of August 31.
- **Madrasah** - is an Arabic term for school. Operationally, Madrasah Education is now a component of National System of basic education by virtue of DepED Order No. 51, s.2004, authorizing the inclusion of Arabic language and Islamic values in the public school.
- **Indigenous People** - a group of people or homogenous societies identified by self-asciption and ascription by others who have continuously lived as an organized community on communally bounded and defined territory sharing common bonds of language, customs, traditions and other distinctive cultural traits. (Source: RA 8371 Indigenous Peoples Act of 1997)

AGE PROFILE (Table B)

- The total enrolment of the school as of 31 August shall be distributed across year levels, by single age and by sex.

CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT (Table C)

- **Current SY Enrolment and Number of Classes** - Enrolment shall tally with the data on enrolment and number of classes by year level (Table A).
- **Shift (or session)** - refers to time schedules corresponding to different sets of classes (e.g. morning and afternoon shifts). Table C shall be filled even if only one shift is offered by the school.

After completing Tables A through C, check that the enrolment totals in these tables tally with one another.

STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2004-2005 as of March 31 (Table D) - The data to be entered shall be distributed by year level and by sex.

- **Number of Dropouts** - refers to students who left school before completing the prescribed year level within the specified school year up to March 31 and **should not be included in the total enrolment as of the same date.**
- **Number of Promotees/Graduates** - In year 1 to 3, refers to students who successfully completed the year level. In year 4, refers to students who completed the secondary level.

Table A. STUDENT DATA, SY 2006-2007 (As of August 31)

Particulars	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLLMENT										
<i>Included in this enrollment, number of:</i>										
SPED, graded										
Repeaters										
Transferees In										
Balik-Aral										
Madrasah Education										
Indigenous People										
Total Number of Classes										
<i>Included in these classes, for Madrasah Education:</i>										
Number of Classes										

Table B. SECONDARY AGE PROFILE, SY 2006-2007 (As of August 31)

Age	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
10 and Below										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20 and Above										
TOTAL										

Table C. CURRENT SY ENROLLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2006-2007 (As of August 31)

Particulars	1st Shift		2nd Shift		3rd Shift		4th Shift		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrollment										
Number of Classes										

Totals in these boxes must tally.

Certified True and Correct by :
School Head :

Designation :
(Signature Over Printed Name)
Date :

Verified by the Division Office :
Head of the Division :

Designation :
(Signature Over Printed Name)
Date :

INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT SECONDARY SCHOOL PROFILE

No item should be left blank. Instead, "zero (0)" or "not applicable (a) " shall be written.

PHYSICAL FACILITIES DATA (Tables E₁, E₂ & E₃)

EXISTING NUMBER OF CLASSROOMS (Makeshift and condemned/condemnable academic rooms are not to be included.)

Enter the number of rooms currently being used and not currently being used for *instructional purposes, regardless of funding source*, in the appropriate boxes. Similarly, enter the number of rooms currently being used and not currently being used for *non-instructional purposes* in the appropriate boxes. The columns for Totals shall include those currently being used and not

Instructional rooms refer to rooms with the following dimensions:

- 7m x 9m with 2 doors
- 7m x 6m with 1 door
- 7m x 8m with 2 doors
- 6m x 8m (Bagong Lipunan type) with 1 door
- 7m x 7m with 2 doors

EXISTING CLASSROOM FURNITURE:

- *Number of Desks* - refers to the total number of serviceable two-seater desks in the school.
- *Number of Tables and Chairs* - refers to the number of *sets of 1 table and 2 chairs* (new model) in the school.
- *Number of Armchairs* - refers to the total number of serviceable armchairs in the school.

PERSONNEL DATA AND TEACHER ASSIGNMENTS (Tables F & G) - The data to be entered shall be as of 31th of August 2006.

- *Locally-funded teachers working in the school* are those teachers not having plantilla positions and whose compensation is not paid out of the national budget. These are classified according to the following:
 - Special Education Fund (SEF)* – Teachers whose salaries are being paid by the Local School Board Fund (Provincial/City or Municipal) where the school is located.
 - Local Government Unit (LGU) funded* – Those teachers paid out of the general fund (not the SEF) of the LGU.
 - PTCA-funded* – Teachers who receive their salaries through the Parents-Teachers-Community Association (PTCA).
 - Volunteer* – These are teachers who work for free or who receive very minimal allowance.
 - Others* – These are teachers who are being funded by neither one of the above.
- *Nationally-funded personnel* are those teaching and non-teaching personnel having plantilla positions, including those with provisional appointments.
- *Number of plantilla items in school per latest PSI-POP* refers to the number of plantilla items allocated to the school.
- *Number actually working in the school* are those teaching and non-teaching personnel with plantilla positions who are actually performing their specific assignments in the school, as of 31th of August 2006.
- *On leave personnel* refers to those who are on sick, vacation, study and/or maternity leave as of 31th of August 2006.
- *Plantilla item(s) vacant* refers to the plantilla positions that are unfilled as of 31th of August 2006.
- *Plantilla administrators/teachers detailed to other school(s)/DepEd office(s)* are those who are assigned/designated to other school(s) or DepEd office(s) like the district, the division, the regional or the central office.
- *Plantilla administrators/teachers borrowed from other school(s)* are those who are actually working in the school but whose items belong to another school.
- *Ancillary services* are those rendered by a guidance counselor, librarian, property custodian, office clerk, canteen manager, coordinator (NFE, PE, Boy/Girl Scout, etc.), teacher nurse. Class advisorship is not included.

Table D. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2005-2006 (As of March 31)

Particulars	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment										
Number of Promotees/Graduates										
Number of Dropouts										

Table E1. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2006-2007 (As of August 31)

Instructional rooms					Non-instructional rooms						
Used as academic classrooms	Used as Science Laboratories	Used as H.E. rooms	Used as L.A./ Workshops	Used as computer rooms	Used as libraries	Used as clinic	Used as canteen	Used as offices	Other uses	Not currently used	Total non-instructional rooms

Table E2. EXISTING CLASSROOM FURNITURE, SY 2006-2007 (As of August 31)

Classroom furniture for students	Desks		Sets of chairs and tables		Armchairs

Table E3. EXISTING NUMBER OF TOILETS, SY 2006-2007 (As of August 31)

Number of toilets	Girls (toilet bowl)		Boys (toilet bowl)		Shared (girls and boys)

Table F1. PERSONNEL DATA (Locally-funded), SY 2006-2007 (As of August 31)

LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL							
Special Educ. Fund (SEF) (Regular Fund)		Local Gov't Unit (LGT) funded	PTCA-funded	Volunteer	Madrasah Education Teacher	Others	TOTAL Locally-funded
Provincial/Ctr.	Municipal						

Certified True and Correct by :

Verified by the Division Office :

School Head :

(Signature Over Printed Name)

Head of the Division :

(Signature Over Printed Name)

Designation :

Date :

Designation :

Date :

Table F2. PERSONNEL DATA (Nationally-funded), SY 2006-2007 (As of August 31)

NATIONALLY-FUNDED PERSONNEL

Position Title	Number of planilla items in school per item (Col. 2)	Number actually working in the school		On leave (Col. 5)	Planilla Item(s) vacant (Col. 6)	Duplications/other identical inputted entries (Col. 7)	TOTAL (Col. 8)	Planilla administrators/other school(s)		Nationally-funded personnel working in the school		TOTAL (Col. 13)
		Male (Col. 3)	Female (Col. 4)					Male (Col. 9)	Female (Col. 10)	Male (Col. 11)	Female (Col. 12)	
a. Non-teaching												
Vocational School Administrator I-III												
Principal IV												
Principal III												
Principal II												
Principal I												
Head Teacher VI												
Head Teacher V												
Head Teacher IV												
Head Teacher III												
Head Teacher II												
Head Teacher I												
Guidance Coordinator/Counselor												
Librarian												
Senior Bookkeeper												
Disbursing Officer II												
TOTAL (Nationally-funded non-teaching personnel)												
b. Teaching												
Instructor I-III												
Master Teacher II												
Master Teacher I												
Teacher III												
Teacher II												
Teacher I												
Sub-Total (Days Count Data)												
SPED Teacher Item												
TOTAL (Nationally-funded teaching personnel)												

Note: In Tables F-2, & F-3, Col. 2 must not exceed Col. 8

Table G. TEACHER ASSIGNMENTS (Nationally-funded teachers only), SY 2006-2007 (As of August 31)

Position Title	Carries full-time class teaching load (160 min. or more)		Assigned part-time to class teaching		Assigned full-time to ancillary services	TOTAL (Col. 3+Col. 4+Col. 5+Col. 6)
	Not assigned to ancillary services (Col. 2)	Assigned to ancillary services as additional load (Col. 3)	Class teaching 200 min. per day or more (Col. 4)	Class teaching less than 200 min. per day (Col. 5)		
Instructor I-III						
Master Teacher II						
Master Teacher I						
Teacher III						
Teacher II						
Teacher I						
SPED Teacher Item						
TOTAL (Nationally-funded teaching personnel)						

Totals in these boxes must tally

Caregiver True and Correct by: _____
 School Head: _____
 Designation: _____
 Date: _____
 Verified by the Division Office: _____
 Head of the Division: _____
 Designation: _____
 Date: _____



Republic of the Philippines
DEPARTMENT OF EDUCATION
OFFICE OF PLANNING SERVICE
Research and Statistics Division

Municipality ID

School ID

This form shall be accomplished by the head of all private education institutions offering pre-school, elementary and/or secondary levels. In the case of schools institutions offering more than one level, only one form shall be accomplished. He/she 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 Division Office on or before September 30, 2006.

SCHOOL INFORMATION
SY 2006-2007

Name of Institution : _____ (Official name)

Address : _____
 _____ (If retained, please indicate old name.)
 # _____ Street _____ Barangay _____
 _____ Municipality _____ Province/City _____

Head of Institution : _____
Designation : _____

Region : _____
Division : _____
Legislative District : _____
Tel. No. : _____
Fax No. : _____
E-Mail Address : _____

Government Recognition No. _____, S. _____
Permit No. _____, S. _____
Renewal No. _____, S. _____

Type of School:

1. Sector (Tick one only) Sectarian Non-Sectarian

2. Level of Education Offered (Tick as appropriate) Pre-school Elementary Secondary

Certified True and Correct by :

School Head : _____ (Signature Over Printed Name)
Designation : _____ **Date** : _____

Verified by the Division Office :

Head of the Division : _____ (Signature Over Printed Name)
Designation : _____ **Date** : _____

INSTRUCTIONS FOR ACCOMPLISHING THE PRIVATE SCHOOL PROFILE

No item should be left blank. Instead, "zero (0)" or "not applicable (a) " shall be written. Shaded boxes shall not be filled.

PUPIL/STUDENT DATA (Table 1 & 4) - The data being requested cover both the current and previous school years and shall be distributed by grade/year level and by sex.

- **Total Enrolment** - includes all pupils/students enrolled in the school, including repeaters. In the case of multigrade pupils, the enrolment figures shall be distributed across the appropriate grades.
- **Pre-school Enrolment** - refers to enrolment before Grade 1, i.e., Nursery, Kindergarten, Preparatory.
- **Monograde Enrolment** - refers to pupils being taught in classes consisting of a single grade only.
- **Multigrade Enrolment** - refers to pupils being taught in classes consisting of two or more grades under one teacher.
- **Number of Repeaters** - refers to pupils/students who failed or left a particular grade/year level in any previous school year and are enrolled in the same grade/year level where they left or failed, as of August 31.
- **Number of Transferees In** - refers to pupils/students who entered the school from another school, either government or private.
- **Number of Balik-aral** - refers to pupils/students who finished a grade/year level, stopped schooling and enrolled in the next grade/year level after a year or more, as of August 31.
- **Madrasah** - refers to Madrasah which obtained a permit to operate from DepED Regional Offices upon recommendation from Schools Division Superintendent. The permit to operate is proof of DepED recognition of Private Madrasah.
- **Indigenous People** - a group of people or homogenous societies identified by self-ascriptio and ascription by others who have continuously lived as an organized community on communally bounded and defined territory sharing common bonds of language, customs, traditions and other distinctive cultural traits. (Source: RA 8371 Indigenous Peoples Act of 1997)
- **Number of Classes per grade/year level (Grades 1-6, Years 1-4)** - refers only to single grade/year classes. Classes with two or more grade level shall be counted under the multigrade category.
- **Number of Dropouts** - refers to pupils/students who left school before completing the prescribed grade/year level within the specified school year up to March 31 and **should not be included in the total enrolment as of the same date.**
- **Number of Promotees/Graduates** - In grades 1 to 5/years 1 to 3, refers to pupils/students who successfully completed the grade/year level. In grade 6/year 4, refers to pupils/students who completed the elementary/secondary level.

AGE PROFILE (Table 2)

- The total enrolment of the school as of 31 August shall be distributed across grade/year levels, by single age and by sex. ECD (Early Childhood Development) experience includes all ECD programs for young children aged 3 to 5 years in registered pre-schools and those in similar organized educational institutions and day care centers.

CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT (Table 3)

- **Current SY Enrolment and Number of Classes** - Enrolment shall tally with the data on enrolment and number of classes by grade/year level (Table 1).
- **Shift (or session)** - refers to time schedules corresponding to different sets of classes (e.g. morning and afternoon shifts). Table 3 shall be filled even if only one shift is offered by the school.

After completing Tables 1 to 3, check that the enrolment totals in these tables tally with one another.

PHYSICAL FACILITIES DATA (Tables 5, 6 & 7)

EXISTING NUMBER OF CLASSROOMS (Makeshift and condemned/condemnable academic rooms are not to be included.)

Enter the number of rooms currently being used and not currently being used for *instructional purposes* in the appropriate boxes. Similarly, enter the number of rooms currently being used and not currently being used for *non-instructional purposes* in the appropriate boxes.

EXISTING CLASSROOM FURNITURE

- **Number of Desks** - refers to the total number of serviceable two-seater desks in the school.
- **Number of Tables and Chairs** - refers to the number of *sets of 1 table and 2 chairs* (new model) in the school.
- **Number of Armchairs** - refers to the total number of serviceable armchairs in the school.

PERSONNEL DATA

- **Teachers with Full-time Teaching Load** - refer to those who are handling not less than 15 teaching hours a week. Per MECS Circular No. 6, series of 1974, a teacher gets an equivalent of one subject load reduction for each regular extra-curricular activity assigned to him. Therefore, a teacher whose total actual teaching load plus equivalent load is at least 15 hours is considered as a teacher with full-teaching load. Teachers handling more than one level shall be entered in the row for "No. of Teachers with Part-Time Teaching Load" and under the column where he/she spends the most number of hours teaching. *A part-time teacher shall only be counted once.*

A. ELEMENTARY EDUCATION

Table 1. PUPIL DATA, SY 2006-2007 (As of August 31)

Particulars	Pre-School		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLLMENT																
Monograde																
Multigrade																
<i>Included in this enrollment, number of:</i>																
SPELD, graded																
Repeaters																
Transferees In																
Balk-Aral																
Madrassah Education																
Indigenous People																
Total Number of Monograde Classes																
Total Number of Multigrade Classes																
<i>Included in these classes, for Madrassah Education:</i>																
Monograde Classes																
Multigrade Classes																

Table 2. ELEMENTARY AGE PROFILE, SY 2006-2007 (As of August 31)

Age	Pre-school		Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)		
	Male	Female	With EDP Experience	Without EDP Experience	With EDP Experience	Without EDP Experience	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
4 and below																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13 and Above																			
TOTAL																			

Table 3. CURRENT SY ENROLLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2006-2007 (As of August 31)

Particulars	1st Shift		2nd Shift		3rd Shift		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female
Enrollment								
Number of Classes								

Totals in these boxes must tally.

Certified True and Correct by :

School Head :

(Signature Over Printed Name)

Designation :

Date :

Verified by the Division Office :

Head of the Division :

(Signature Over Printed Name)

Designation :

Date :

Table 4. PUPIL DATA FOR PREVIOUS SCHOOL YEAR 2005-2006 (As of March 31)

Particulars	Pre-School		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrollment																
Number of Promotees/Graduates																
Number of Dropouts																

Table 5. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2006-2007 (As of August 31)

Instructional rooms						
Used as academic classrooms	Used as Science Laboratories	Used as H.E. rooms	Used as L.A./ Workshops	Used as computer rooms	Not currently used	Total instructional rooms

Non-instructional rooms						
Used as libraries	Used as clinic	Used as canteen	Used as offices	Other uses	Not currently used	Total non-instructional rooms

Table 6. EXISTING CLASSROOM FURNITURE, SY 2006-2007 (As of August 31)

Classroom furniture for pupils	Desks		Sets of chairs and tables		Armchairs

Table 7. EXISTING NUMBER OF TOILETS, SY 2006-2007 (As of August 31)

Number of toilets	Girls (toilet bowl)		Boys (toilet bowl)		Shared (girls and boys)
	(urnal)	(toilet bowl)	(urnal)	(toilet bowl)	

Certified True and Correct by :

School Head : _____
(Signature Over Printed Name)

Designation : _____
Date : _____

Verified by the Division Office :

Head of the Division : _____
(Signature Over Printed Name)

Designation : _____
Date : _____

B. SECONDARY EDUCATION

Table 1. STUDENT DATA, SY 2006-2007 (As of August 31)

Particulars	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLMENT										
<i>Included in this enrolment, number of:</i>										
SPELD, graded										
Repeaters										
Transferees In										
Balk-Aral										
Madrrasah Education										
Indigenous People										
Total Number of Classes										
<i>Included in these classes, for Madrrasah Education:</i>										
Number of Classes										

Table 2. SECONDARY AGE PROFILE, SY 2006-2007 (As of August 31)

Age	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
10 and Below										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20 and Above										
TOTAL										

Table 3. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2006-2007 (As of August 31)

Particulars	1st Shift		2nd Shift		3rd Shift		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment								
Number of Classes								

Totals in these boxes must tally.

Certified True and Correct by :
School Head :

Designation :
(Signature Over Printed Name)
Date :

Verified by the Division Office :
Head of the Division :

Designation :
(Signature Over Printed Name)
Date :

Table 4. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2005-2006 (As of March 31)

Particulars	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Enrolment										
Number of Promotees/Graduates										
Number of Dropouts										

Table 5. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2006-2007 (As of August 31)

Instructional rooms	Instructional rooms					Non-instructional rooms								
	Used as academic classrooms	Used as Science Laboratories	Used as H.F. rooms	Used as L.A./ Workshops	Used as computer rooms	Not currently used	Total instructional rooms	Used as libraries	Used as clinic	Used as canteen	Used as offices	Other uses	Not currently used	Total non-instructional rooms

Table 6. EXISTING CLASSROOM FURNITURE, SY 2006-2007 (As of August 31)

Classroom furniture for students	Desks		Sets of chairs and tables		Armchairs	

Table 7. EXISTING NUMBER OF TOILETS, SY 2006-2007 (As of August 31)

Number of toilets	Girls (toilet bowl)		Boys (urinal)		Shared (girls and boys)

C. PERSONNEL DATA

Table 1. SEX PROFILE OF PERSONNEL, SY 2006-2007 (As of August 31)

Particulars	Pre-School		Elementary		Secondary	
	Male	Female	Male	Female	Male	Female
No. of Teachers with Full-time Teaching Load						
No. of Teachers with Part-time Teaching Load						
No. of Administrative and Support Personnel						

Certified True and Correct by :

School Head : _____
(Signature Over Printed Name)

Designation : _____
Date : _____

Verified by the Division Office :

Head of the Division : _____
(Signature Over Printed Name)

Designation : _____
Date : _____