



DepEd O R D E R
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**ANNUAL COLLECTION AND PROCESSING OF FORMAL BASIC EDUCATION DATA,
 SCHOOL YEAR 2010-2011 AND GUIDELINES ON THE COMPUTATION
 AND USE OF THE BASIC EDUCATION INFORMATION SYSTEM (BEIS)
 PERFORMANCE INDICATORS AND OTHER DATA
 GENERATED BY THE BEIS**

To: Undersecretaries
 Assistant Secretaries
 Bureau Directors
 Regional Directors
 Regional Secretary, ARMM
 Schools Division/City Superintendents
 Heads, Public and Private Elementary and Secondary Schools
 All Others Concerned

1. The annual statistical activities of the Department of Education (DepEd) for SY 2010-2011 start with the distribution and collection of the data gathering forms designed for electronic processing under the Basic Education Information System (BEIS). The following BEIS forms will be e-mailed to the Regional Planning Officers by the Research and Statistics Division, Office of the Planning Service, DepEd Central Office:

- a. Government Elementary School Profile (GESP);
- b. Government Secondary School Profile (GSSP);
- c. Private School Profile (PSP) (for private elementary and secondary schools); and
- d. State Universities and Colleges (SUCs) Laboratory School Profile.

2. There will be no major revisions in the existing BEIS forms except for "Table B: Elementary Age Profile" of the GESP. The revision consists of inclusion of additional rows for age groups 13-15, 16-18 and 19 and above. The inclusion of additional rows for ages beyond the school age population for the elementary level is intended to determine the number of children for these age ranges and the number of out-of-school children.

3. The cut-off date for reporting data for the Government Elementary and Secondary School Profile, Private School Profile and SUCs Laboratory School Profile shall be July 31, 2010. To enhance the effectiveness of BEIS SY 2010-2011, the following timelines shall be strictly observed:

Activity	Target Date
Orientation of Division Planning Officers by Regional Planning Officers	August 2-6, 2010
Orientation of School Heads by Division Planning Officers	August 9-20, 2010
Release by RSD-DBMU of Template of BEIS Quick Counts Module (QCM) and Enrolment by School Type/Grade/Year Level to Regional Offices	August 16, 2010
Collection of Data from Schools	August 16-September 10, 2010



Activity	Target Date
Encoding of Quick Counts Module Data by Division Planning Units (DPUs)	September 1-30, 2010
Validation of School Data	October 4-22, 2010
Submission of QCM to DBMU	October 29, 2010
Dissemination of QCM	November 2010
Release of Program for School Statistics Module (SSM) to Region	July – November 2010
Encoding of SSM Data by DPUs	December 1-30, 2010
Submission of SSM to DBMU	EO February 2011
Generation of Performance Indicators	EO March 2011

4. Since time is of the essence in meeting the BEIS schedules, this is to reiterate that all personnel involved in BEIS at the school, district, division, regional, and central levels are herein allowed to render overtime services during weekdays, weekends, and holidays as provided in DepEd Order No. 58, s. 2008 and DepEd Order No. 10, s. 2009.

5. After the Quick Counts Data is officially released, correction of erroneous data by schools/division offices will not be allowed.

6. A parallel activity to the BEIS data gathering for this school year is the region-wide implementation of the Enhanced BEIS (E-BEIS) being conducted in the Strengthening Implementation of Basic Education in Selected Provinces in Visayas (STRIVE) areas (all public schools in the 18 divisions of Region VI, 19 divisions of Region VII and 10 divisions of Region VIII). The region-wide implementation of the E-BEIS aims to operationalize the system at the regional level and approximate a wider scale implementation or a national roll-out.

7. Schools in Regions VI, VII, and VIII shall enter and submit beginning of school year school statistics data through the E-BEIS. The Division Office shall enter data in the BEIS Quick Counts Module and use the E-BEIS validation facilities to validate data entered and submitted by schools. The Regional Office shall compare Quick Counts Data generated by the BEIS and the E-BEIS for each division and determine the accuracy and improved efficiency of the new system.

8. The timelines for the region-wide implementation of the E-BEIS are shown below. It should be emphasized that participating schools and divisions in the E-BEIS shall still submit the data generated through the regular BEIS following the schedule listed in Paragraph 3.

Activity	Target Date
E-BEIS Training of Trainers (Division Level)	August 1-15, 2010
Orientation and training of public elementary and secondary schools (by division clusters) on E-BEIS	August 20-September 30, 2010
Data gathering and encoding of schools' for beginning SY data (Quick Counts and SSM) in the E-BEIS	August 20-September 30, 2010
Division level validation of schools' data submission	August 20 – October 31, 2010
Regional level validation of divisions' data submission	October 1-31, 2010
Submission of Quick Counts Data to OPS	October 31, 2010
Submission of SSM Data to OPS	December 15, 2010
Generation of region-wide beginning of SY performance indicators	December 2010
School submission of end of SY data	March – April 2011
Division and regional validation of end of SY submission	April 2011
Generation of region-wide end of SY performance indicators	May 2011

9. The division and regional offices are encouraged to use electronic mail in the submission of their outputs to the Office of Planning Service, DepEd Central Office, Meralco Avenue, Pasig City at the following addresses:

- beisteam@gmail.com
- opsrsd@yahoo.com

Inquiries or requests for clarification concerning the BEIS SY 2010-2011 data collection activities may also be directed to these above-listed addresses.

10. The division offices should always provide the regional offices with BEIS data generated during the school year.

11. Regional Directors and Schools Division Superintendents through the Regional and Divisional Planning Units, shall jointly undertake the distribution, collection, processing and validation of the completed forms. To facilitate the process, funds for the conduct of Orientation for Division Planning Officers shall be transferred to the Regional Offices, while funds for printing and reproduction of the forms shall be transferred directly to the Division Offices.

12. Heads of public and private elementary and secondary schools offering pre-elementary, elementary and/or secondary education shall be held accountable for the prompt, complete and accurate filling up of the BEIS data gathering forms.

13. DepEd's resource allocation decisions are influenced by the data available in the BEIS. Therefore, Regional Directors, Schools Division Superintendents and District Supervisors are hereby directed **to prioritize BEIS data collection and processing** over all other Central Office initiated activities, e.g. School Readiness Assessment, Human Resource Information System, Division Education Development Plan, National Competency Based Teacher Standards, and Family Mapping, among others.

14. Since time is of the essence in meeting the BEIS schedules, this is to reiterate that all personnel involved in BEIS at the school, district, division, regional and central levels are herein allowed to render overtime services during weekdays, weekends and holidays as provided in DepEd Order No. 58, s. 2008 and DepEd Order No. 10, s. 2009. However, overtime pay shall also be granted to regional and division office personnel who also perform other related data collection and processing activities as cited in Paragraph 13. Payment of overtime for BEIS and other data processing activities for other projects shall be taken from the Region and Division MOOE funds.

15. For divisions which fail to submit their BEIS data on time, the basis for computation of their resources for the succeeding year's budget proposal will be the previous school year's data.

16. To ensure that only quality data is captured in the BEIS forms, the Regional Directors, Schools Division Superintendents and District Supervisors are directed to implement strict data validation procedures in terms of completeness, accuracy, consistency and objectivity. Likewise, the OPS, the RPU and the DPU are herein directed to undertake random inspection and/or actual count of enrolment and resources in selected schools and to report their findings and/or recommendations to the Office of the Secretary, copy furnished the Principal, the SDS and the RD concerned.

17. The OPS will conduct a Data Quality Study on the BEIS this school year in public and private schools to be selected through random sampling. The main objective of the study is to undertake validation of BEIS data for SYs 2008-2009 and 2009-2010.

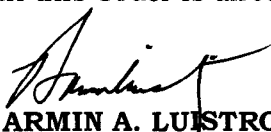
18. Effective this school year, the processing of private school profiles and SUCs laboratory schools profiles shall be undertaken by the DBMU-RSD.

19. Field offices are likewise requested to submit to DBMU a list of newly established/legislated elementary or secondary schools and schools which have closed or which have re-opened for this school year.

20. A set of guidelines on the computation and use of BEIS Performance Indicators and other data generated by the BEIS is enclosed in this DepEd Order. The guidelines are issued to enable all DepEd offices including their stakeholders to have a common understanding on the use of the different performance indicators at different levels of the DepEd organizational structure.

21. All previous issuances related to this Order which are found inconsistent herewith are deemed superseded or modified accordingly.

22. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUJSTRO FSC
Secretary

Encl.:

As stated

References:

DepEd Order: (Nos. 58, s. 2008 and 10, s. 2009) and 83, s. 2009

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

DATA
FORMS
POLICY
REPORTS
SCHOOLS

Madel::BEIS
7-26-10

GUIDELINES ON THE COMPUTATION AND USE OF THE DIFFERENT PERFORMANCE INDICATORS AND OTHER BEIS-RELATED DATA

1. Participation Rate or Net Enrolment Rate

- a. This indicator makes use of data gathered from the population census undertaken by the National Statistics Office (NSO). Data is disaggregated at the provincial and city levels.
- b. While NSO available population data disaggregated down to the barangay level, the computation of this indicator at the school level is not allowed because of the issue on catchment area. A barangay may have more than one school in its catchment area and if participation rate is computed at the school level, the resulting data will not be accurate because the schools will be using the same population data of the barangay. **Henceforth, participation rate shall not be computed at the school level.**
- c. Only the data generated from the BEIS shall be used as the official Participation Rate.

2. Simple Drop-out Rate and School Leavers Rate

- a. Currently, there are two types of drop-out data generated by BEIS, the *simple drop-out rate* which calculates the percentage of pupils/students who do not finish a particular grade/year level within the school year and the *school leavers rate* which covers both pupils/students who do not finish a particular grade/year level as well as those who finish but fail to enroll in the next grade/year level the following school year. School Leavers Rate, is theoretically more comprehensive than Simple Dropout Rate but becomes unreliable in areas with substantial migration.
- b. Simple drop-out rate is useful at the school level. For purposes of showing the magnitude of drop-outs at the national and sub-national levels, the school leavers rate is the more appropriate indicator to be used.

3. Computation of Performance Indicators

- a. Data on performance indicators at the Division and Regional levels are requested by local officials and stakeholders even before the official data generated by the Central Office is released.
- b. The Division and Regional Planning Units can compute their respective indicators using the data from the School Statistics Module (SSM) for the public schools. The data generated will serve as preliminary data until such time that the private schools and SUCs laboratory schools data are available and will be used to produce the official performance indicators of DepEd.

4. Use of Enrolment Data

- a. Enrolment data at various levels (school, division, and regional) are useful to monitor enrolment trends and growth rates for a period of time.
- b. Enrolment data should be shared with the local government units and other stakeholders who have the need for such data.