



Republic of the Philippines  
**Department of Education**



480-25

Office of the Secretary

JUL 02 2008

DepED ORDER  
No. **51** s. 2008

ANNUAL COLLECTION AND PROCESSING OF FORMAL BASIC  
EDUCATION DATA, SY 2008-2009

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

1. The annual statistical activities of the Department for SY 2008-2009 start with the distribution and collection of the data gathering forms designed for electronic processing under the Basic Education Information System (BEIS). These BEIS forms which will be posted in the DepED website ([www.deped.gov.ph](http://www.deped.gov.ph)) for easy downloading by schools, divisions and regions, consist of the following:

- a. government elementary school profile;
- b. government secondary school profile; and
- c. private school profile (for private elementary and secondary schools).

2. To enhance the effectiveness of BEIS SY 2008-2009, new procedures to be observed include the following:

- a. The cut-off date for the Government Elementary and Secondary School Profile and Private School Profile shall be July 31. This revised cut-off date is set to enable the production of processed SY 2008-2009 data within December 2008.
- b. There will be new forms to complete (please see enclosures) as part of the overall BEIS exercise.
- c. Quick Counts Module will include data on enrolment by grade/year level and by sex and data on number of shifts. This information will come from Table A and C of the school profiles. Total enrolment should tally with the Quick Counts Enrolment Data.
- d. Deadline for the submission of outputs shall be as follows:

BEIS Quick Counts – Module 1 – August 15, 2008

BEIS School Statistics – Module 2 – November 14, 2008

3. 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 at the following addresses, copy furnished the Director, [milatt114@yahoo.com](mailto:milatt114@yahoo.com).

- [beisteam@gmail.com](mailto:beisteam@gmail.com)
- [opsrsd@yahoo.com](mailto:opsrsd@yahoo.com)

Inquiries or requests for clarification concerning the BEIS SY 2008-2009 data collection activities may also be directed to these above-listed addresses.


4. 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 printing and reproduction of the forms shall be transferred directly to the account of the division office concerned.

5. 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 filing in of the BEIS forms. Should there be variances between last year's and this year's data, school heads are required to provide adequate explanations/justifications for such variances. These explanations or justifications must be contained in additional sheets that are properly labeled, duly signed by concerned official and appended to the completed BEIS forms.

6. Since most of DepED's resource allocation decisions are influenced by the BEIS, regional directors, schools division superintendents and district supervisors are likewise advised to implement rigid validation procedures to ensure sanctity of the data captured in the forms (i.e., in terms of completeness, accuracy, consistency and objectivity). Administrative sanctions shall be imposed on those officials who deliberately report false or inaccurate data.

7. Full compliance to this Order is desired. All previous issuances related to this Order that are found inconsistent herewith are deemed superseded or modified accordingly.

8. Immediate dissemination of this Order is directed.

  
**RAMON C. BACANI**  
Undersecretary  
Officer-in-Charge

Encls.: As stated

Reference: DepED Order: No. 51, s. 2007

Allotment: 1—(D.O. 50-97)

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

FORMS

SCHOOLS

STATISTICS, Data





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



**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 July 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 July 31.
- **ALIVE** means Arabic Language and Islamic Values Education.
- **Indigenous People** - a group of people or homogenous societies identified by self-ascription 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 Completers/Promotees/Graduates** - Data on **completers** refer to pre-school pupils who have completed the requirements for this level. In grades 1 to 5, **promotees** refer to pupils who successfully completed the grade level. In grade 6, this refer 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 July 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 2008-2009 (As of July 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 ENROLMENT																
Mongrade																
Multigrade																
<i>Included in this enrolment, number of:</i>																
Repeaters																
Transferees In																
Balik-Aral																
Muslim Pupils																
Pupils enrolled in ALIVE classes																
Indigenous People																
Total Number of Mongrade Classes																
Total Number of Multigrade Classes																
<i>Included in these classes, for Muslim Pupils:</i>																
Mongrade Classes																
Multigrade Classes																

Table B. ELEMENTARY AGE PROFILE, SY 2008-2009

Age	Pre-school		Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	Male	Female	With ECD Experience		Without ECD Experience		Male	Female	Male	Female	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																		
<b>TOTAL</b>																		

Table C. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2008-2009 (As of July 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 : \_\_\_\_\_  
 (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.

### PHYSICAL FACILITIES DATA (Tables E<sub>1</sub>, E<sub>2</sub> & E<sub>3</sub>)

**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 currently being used.

**Instructional rooms refer to rooms with the following dimensions regardless of the number of doors (either 1 door or 2 doors) and regardless of funding source:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ 7m x 9m</li> <li>▪ 7m x 8m</li> <li>▪ 7m x 7m</li> <li>▪ 7m x 6m</li> </ul> | <ul style="list-style-type: none"> <li>▪ 6m x 8m (Bagong Lipunan type)</li> <li>▪ 7.5m x 6m</li> <li>▪ 7m x 18m (multi-purpose workshop science lab., computer lab.)</li> </ul> |
|--|---|

### 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 July 2008.

- **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.
  - Teachers for ALIVE classes** – Number of teachers teaching in ALIVE classes.
  - 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 July 2008.
- **On leave** personnel refers to those who are on sick, vacation, study and/or maternity leave as of 31st of July 2008.
- **Position(s) vacant** refers to the plantilla positions that are unfilled as of 31st July 2008.
- **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 2007-2008 (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 Completers/Promotees/Graduates																
Number of Dropouts																

**Table E1. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2008-2009**

Instructional rooms										Non-instructional rooms					
Used as academic classrooms	Used as Science Laboratories	Used as H.E. rooms	Used as I.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 E2. EXISTING CLASSROOM FURNITURE, SY 2008-2009**

Classroom furniture for pupils	Desks		Sets of chairs and tables		Armchairs	

**Table E3. EXISTING NUMBER OF TOILETS, SY 2008-2009**

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

**Table F1. PERSONNEL DATA (Locally-funded), SY 2008-2009 (As of July 31)**

LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL							
Special Educ. Fund (SEF) (Regular Fund)	Municipal	Local Gov't Unit (LGU) Funded	PTCA-funded	Volunteer	Teachers for ALIVE classes	Others	TOTAL
							Locally-funded

Certified True and Correct by :

School Head : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 (Signature Over Printed Name)

Checked by District Office :

Head of the Office : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 (Signature Over Printed Name)

Verified by the Division Office :

Head of the Office : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 (Signature Over Printed Name)

**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.

**TYPE OF SCHOOL (School Information)**

*Regular School* - a school offering regular elementary education only.

*SPED Center* - a school within a school (with three or more exceptionalities).

*Purely SPED Center* - SPED center which is independent of a regular school.

*Regular School with SPED classes* - a regular school with only one or two exceptionalities.

*National SPED Schools* refer to Phil. School for the Blind; Phil School for the Deaf; Jose Fabella Memorial School & National Orthopedic School for Crippled Children.

*Integrated SPED Schools* - elementary and high schools catering to SPED.

**PUPIL AND TEACHER DATA (Tables H , I & J) - The data to be entered shall be as of 31st of July 2008.**

*Fill in only the boxes applicable to the school; otherwise "0" or "not applicable" shall be written.*

*If a teacher is teaching in two or more grades, he/she should be counted in grades where he/she has the most number of teaching loads*



Table F2. PERSONNEL DATA (Nationally-funded), SY 2008-2009 (As of July 31)

Position Title Col. 1	Number of positions assigned in the school per latest PSI-POP Col. 2	Number actually working in the school			On leave Col. 6	Position(s) vacant Col. 7	Personnel detailed to Depled 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								
<b>TOTAL (Nationally-funded non-teaching personnel)</b>								

*b. Teaching*

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

Note: In Tables F<sub>2a</sub> & F<sub>2b</sub>, totals in column 9 must tally with entries in column 2.

**Table G. TEACHER ASSIGNMENTS (Nationally-funded teachers only), SY 2008-2009 (As of July 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: Class teaching 200 min. per day or more Col. 4		Assigned part-time to class teaching: 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	Assigned to ancillary services as additional load	Col. 3	Col. 4	Col. 5	Col. 6			
Master Teacher II									
Master Teacher I									
Teacher III									
Teacher II									
Teacher I									
SPED Teacher Items									
Pre-School Teacher Items									
<b>TOTAL (Nationally-funded teaching personnel)</b>									

Totals in these boxes must tally.

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 H. PUPIL DATA BY TYPE OF SCHOOL, SY 2008-2009 (As of July 31)

Type of School	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
Regular School																
Regular School with SPED classes																
- Regular																
- SPED classes																
Regular School with SPED Center																
- Regular																
- SPED Center																
Purely SPED Center																
National Special School																
Integrated SPED Schools																

Table I. TEACHERS DATA BY TYPE OF SCHOOL, SY 2008-2009 (As of July 31)

Type of School	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
Regular School																
Regular School with SPED classes																
- Regular																
- SPED classes																
Regular School with SPED Center																
- Regular																
- SPED Center																
Purely SPED Center																
National Special School																
Integrated SPED Schools																

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

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

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

Table J. CHILDREN WITH SPECIAL NEEDS DATA, SY 2008-2009 (As of July 31)

Particulars	AREA OF EXCEPTIONALITY																		Gifted/Fast Learners									
	LD		HI		VISUALLY IMPAIRED				ID/MR		MH		BP		OH		AU		CD		CP		SHP		M	F		
	M	F	M	F	B		LV		M	F	M	F	M	F	M	F	M	F	M	F	M	F						
SPED CLASSES/CENTERS																												
Pre school																												
- Gifted																												
- Disabled																												
I																												
II																												
III																												
IV																												
V																												
VI																												
NATIONAL SPECIAL SCHOOL																												
INTEGRATED SPED SCHOOL																												

**Legend:**

- LD - Learning Disability
- HI - Hearing Impaired
- B - Blindness
- LV - Low Vision
- MR - Intellectually Disable/  
Mental Retardation
- MH - Multiple Handicap
- BP - Behavioral Problem
- OH - Orthopedically Handicapped
- AU - Autism
- CD - Communication Disorder
- CP - Cerebral Palsy
- SHP - Special Health Problems

Certified True and Correct by : \_\_\_\_\_  
 School Head : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

Checked by District Office : \_\_\_\_\_  
 Head of the : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

Verified by the Division Office : \_\_\_\_\_  
 Head of the Office : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_



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

From Table A (Column "TOTAL")  
 From Table F<sub>2b</sub> (Column 2, "TOTAL Nationally-funded teaching personnel")  
 From Table E<sub>1</sub> (Column "TOTAL")  
 From Table E<sub>2</sub>

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 August 8, 2008.

**SCHOOL INFORMATION**

SY 2008-2009

Name of School : \_\_\_\_\_ (Official name)

Address : \_\_\_\_\_ (If renamed, please indicate old name.)

# \_\_\_\_\_ 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 by Curricular Offering (Tick as appropriate)

Regular  Regular with Special Program  Special

SESEP  SPED  RSHS  Tech-Voc

SPA  Tech-Voc  PHS for the Arts

SPS  Arts & Trade  S & T Oriented

Agriculture  Fishery  Agriculture  Fishery

Quick Count Data :

Male	Female	Total Enrollment	Total Nationally-Funded Teaching Personnel	Total Instructional Rooms	Total Classroom Furniture
<input type="text"/>	<input type="text"/>	(Table A, "TOTAL")	(Table F <sub>2b</sub> , Column 2)	(Table E <sub>1</sub> , "TOTAL")	(Table E <sub>2</sub> )

(excluding SPED Teacher(s))

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 : \_\_\_\_\_



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 (Tables A & D)** - The data to be entered cover both the current and previous school years and 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 July 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 July 31.
- **ALIVE** means Arabic Language and Islamic Values Education.
- **Indigenous People** - a group of people or homogenous societies identified by self-ascription 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 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 years 1 to 3, **promotees** refer to students who successfully completed the year level. In year 4, refers to students who completed the secondary level or the **graduates** of the level.

**AGE PROFILE (Table B)**

- The total enrolment of the school as of 31 July 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.*

**Table A. STUDENT DATA, SY 2008-2009 (As of July 31)**

	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>TOTAL ENROLMENT</b>										
<i>Included in this enrolment, number of:</i>										
Repeaters										
Transferees In										
Balik-Aral										
Muslim Students										
Students enrolled in ALIVE classes										
Indigenous People										
<b>Total Number of Classes</b>										
<i>Included in these classes, for Muslim Students:</i>										
<b>Number of Classes</b>										

**Table B. SECONDARY AGE PROFILE, SY 2008-2009**

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										
<b>TOTAL</b>										

**Table C. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2008-2009 (As of July 31)**

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

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 : \_\_\_\_\_



## 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 E<sub>1</sub>, E<sub>2</sub> & E<sub>3</sub>)

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 currently being used.

**Instructional rooms refer to rooms with the following dimensions regardless of the number of doors (either 1 door or 2 doors) and regardless of funding source:**

- 7m x 9m
- 7m x 8m
- 7m x 7m
- 7m x 6m
- 6m x 8m (Bagong Lipunan type)
- 7.5m x 6m
- 7m x 18m (multi-purpose workshop science lab., computer lab.)

### 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 July 2008

- *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.
  - Teachers for ALIVE classes* – Number of teachers teaching in ALIVE classes.
  - 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 31st of July 2008.
- *On leave personnel* refers to those who are on sick, vacation, study and/or maternity leave as of 31st of July 2008.
- *Plantilla item(s) vacant* refers to the plantilla positions that are unfilled as of 31st of July 2008.
- *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 2007-2008 (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 2008-2009**

Instructional rooms					Non-instructional rooms						
Used as academic classrooms	Used as Science Laboratories	Used as H.E. rooms	Used as I.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 2008-2009**

Classroom furniture for students	Desks	Sets of chairs and tables	Armchairs

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

**Table F1. PERSONNEL DATA (Locally-funded), SY 2008-2009 (As of July 31)**

LOCALLY-FUNDED TEACHERS WORKING IN THE SCHOOL							
Special Educ. Fund (SEF) (Regular Fund)		Local Gov't Unit (LGU) funded	PTCA-funded	Volunteer	Teachers for ALIVE classes	Others	TOTAL Locally-funded
Provincial/City	Municipal						

*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 :* \_\_\_\_\_

<p style="text-align: center;"><b>INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT SECONDARY SCHOOL PROFILE</b></p>
--

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

**STUDENT DATA BY PROGRAM (Table H)**

*Fill in only the boxes applicable to the school; otherwise "0" or "not applicable" should be written.*

*If a student is enrolled in a regular program and in one or more special programs, then he/she should be counted in the regular as well as in the special programs where he/she is enrolled.*

**TEACHER DATA BY TEACHING ASSIGNMENT (TABLE I)**

*If a teacher is teaching two or more learning areas or in two or more year levels, he/she should be counted in area/year where teaching loadshe has the most number of teaching loads*

**TEACHER DATA BY AREA OF SPECIALIZATION (TABLE J)**

*Area of specialization refers to the major or minor subject(s) in the undergraduate course / post graduate course.*

*Totals in Tables I & J must tally.*

NATIONALLY-FUNDED PERSONNEL

Position Title	SCHOOL PLANT/LATEMS							Plantilla administrators/ teachers borrowed from other school(s)		Nationally-funded personnel working in the school			TOTAL (Col.11+Col.12) Col. 13
	Number of plantilla items in school per latest PSI-FOP Col. 2	Number actually working in the school		On leave Col. 5	Plantilla item(s) vacant Col. 6	Plantilla administrators/ teachers detailed to other schools by Dept. orders) Col. 7	TOTAL (Col.2+Col.4+ Col.5+Col.6+Col.7) Col. 8	Male Col. 9	Female Col. 10	Male (Col.9+Col.9) Col. 11	Female (Col.10+Col.10) Col. 12		
		Male Col. 3	Female Col. 4										
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													
<b>TOTAL (Nationally-funded non-teaching personnel)</b>	-	-	-	-	-	-	-	-	-	-	-	-	-

b. Teaching

Instructor I-III													
Master Teacher II													
Master Teacher I													
Teacher III													
Teacher II													
Teacher I													
Sub-Total (Quick Count Data)	-	-	-	-	-	-	-	-	-	-	-	-	-
SPED Teacher Item													
<b>TOTAL (Nationally-funded teaching personnel)</b>	-	-	-	-	-	-	-	-	-	-	-	-	-

Note: In Tables F<sub>2</sub> & F<sub>3</sub>, Col. 2 must not exceed Col. 8.

Table G. TEACHER ASSIGNMENTS (Nationally-funded teachers only), SY 2008-2009 (As of July 31)

Position Title Col. 1	Carries full-time class teaching load (360 min. or more)			Assigned part-time to class teaching, part-time to ancillary services		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			
Instructor I-III							
Master Teacher II							
Master Teacher I							
Teacher III							
Teacher II							
Teacher I							
SPED Teacher Item							
<b>TOTAL (Nationally-funded teaching personnel)</b>	-	-	-	-	-	-	-

Totals in these boxes must tally.

Certified True and Correct by :  
 School Head : \_\_\_\_\_  
 Designation : \_\_\_\_\_

Verified by the Division Office :  
 Head of the Division : \_\_\_\_\_  
 Designation : \_\_\_\_\_

(Signature Over Printed Name)  
 Date : \_\_\_\_\_

**Table H. STUDENT DATA BY PROGRAM, SY 2008-2009 (As of July 31)**

Enrolment by Program	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Regular Curriculum										
Regular with Special Program										
Regular Curriculum										
E S E P										
Special Program in the Arts										
School Program in Sports										
SPED										
Tech-Voc										
Arts & Trade										
Agriculture										
Fishery										
<b>Special Curriculum</b>										
Regional Science High School										
Phil. High School for the Arts										
SPED School										
S & T Oriented										
Tech-Voc										
Arts & Trade										
Agriculture										
Fishery										

*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 I. TEACHERS DATA BY TEACHING ASSIGNMENT, SY 2008-2009 (as of July 31)

Teaching Assignment	Year I	Year II	Year III	Year IV	Total
English					
Mathematics					
Filipino					
Science					
General Science					
Biology					
Chemistry					
Physics					
Makabayan					
Araling Panlipunan					
TLE					
EPP					
Music & Arts					
PE & Health					
<b>TOTAL</b>					

Table J. TEACHERS DATA BY AREA OF SPECIALIZATION

Area of Specialization	Major	Minor	Total
English			
Mathematics			
Filipino			
Science			
General Science			
Biology			
Chemistry			
Physics			
Makabayan			
Araling Panlipunan			
TLE			
EPP			
Music & Arts			
PE & Health			

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 : \_\_\_\_\_





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

**PRIVATE SCHOOL PROFILE**

*This form shall be accomplished by the head of the private school 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 Research and Statistics Division, Office of Planning Service on or before August 8, 2008.*

**SCHOOL INFORMATION**  
 SY 2008-2009

**Name of Institution** : \_\_\_\_\_  
 (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:**

**Level of Education Offered (Tick as appropriate)**

<input type="checkbox"/>	Pre-school	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Elementary	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	<input type="checkbox"/>

**Recognition**

<input type="checkbox"/>	Elementary	<input type="checkbox"/>	<input type="checkbox"/>
	Recognized		Not Recognized
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	<input type="checkbox"/>
	Recognized		Not Recognized

**Certified True and Correct by :**

**Head of Institution** : \_\_\_\_\_  
 (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 July 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 July 31.
- **ALIVE** means Arabic Language and Islamic Values Education.
- **Indigenous People** - a group of people or homogenous societies identified by self-ascription 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 Completers/Promotees/Graduates** - Data on **completers** refer to pre-school pupils who have completed the requirements for this level. In grades 1 to 5/years 1 to 3, **promotees** refer to pupils/students who successfully completed the grade/year level. In grade 6/year 4, **graduates** refer to pupils/students who completed the elementary/secondary level.

### AGE PROFILE (Table 2)

- The total enrolment of the school as of 31 July 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, 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.

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 2008-2009 (As of July 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
<b>TOTAL ENROLLMENT</b>																
Monograde																
Multigrade																
<i>Included in this enrollment, number of:</i>																
SPED, graded																
Repeaters																
Transferees In																
Balik-Aral																
Muslim Pupils																
Indigenous People																
Total Number of Monograde Classes																
Total Number of Multigrade Classes																
<i>Included in these classes, for Muslim Pupils:</i>																
Monograde Classes																
Multigrade Classes																

**Table 2. ELEMENTARY AGE PROFILE, SY 2008-2009**

Age	Pre-school		Grade 1				Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		TOTAL (Grades 1-6)	
	Male	Female	With ECD Experience		Without ECD 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																		
<b>TOTAL</b>																		

**Table 3. CURRENT SY ENROLLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2008-2009 (As of July 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 :

Head of Institution :

Designation :

(Signature Over Printed Name)

Date :

**Table 4. PUPIL DATA FOR PREVIOUS SCHOOL YEAR 2007-2008 (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 Completers/Promotees/Graduates																
Number of Dropouts																

**Table 5. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2008-2009**

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

**Table 6. EXISTING CLASSROOM FURNITURE, SY 2008-2009**

Classroom furniture for pupils	Desks		Sets of chairs and tables		Armchairs

*Certified True and Correct by :*

*Head of Institution :* \_\_\_\_\_

(Signature Over Printed Name)

*Designation :* \_\_\_\_\_

**Table 7. EXISTING NUMBER OF TOILETS, SY 2008-2009**

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

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

*Date :* \_\_\_\_\_

**B. SECONDARY EDUCATION**

**Table 1. STUDENT DATA, SY 2008-2009 (As of July 31)**

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

**Table 2. SECONDARY AGE PROFILE, SY 2008-2009**

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										
<b>TOTAL</b>										

**Table 3. CURRENT SY ENROLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2008-2009 (As of July 31)**

Particulars	1st Shift		2nd Shift		3rd Shift		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female
<b>Enrolment</b>								
<b>Number of Classes</b>								

Totals in these boxes must tally.

Certified True and Correct by :

Head of Institution :

(Signature Over Printed Name)

Date :

Designation :

**Table 4. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2007-2008 (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 2008-2009**

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	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 2008-2009**

Classroom furniture for students	Desks		Sets of chairs and tables		Armchairs	

**Table 7. EXISTING NUMBER OF TOILETS, SY 2008-2009**

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

**C. PERSONNEL DATA**

**Table 1. SEX PROFILE OF PERSONNEL, SY 2008-2009 (As of July 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 :*

*Head of Institution :* \_\_\_\_\_

(Signature Over Printed Name)

*Designation :* \_\_\_\_\_

*Date :* \_\_\_\_\_



**Table 8. STUDENT DATA ON EDUCATION SERVICE CONTRACTING & EDUCATION VOUCHER SYSTEM, SY 2008-2009 (As of July 31)**

Particulars	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Enrolment</b>										
Education Service Contracting (ESC)										
Education Voucher System (EVS)										

**Table 9. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2007-2008 (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
<b>Enrolment</b>										
ESC										
EVS										
<b>Number of Promotees / Graduates</b>										
ESC										
EVS										
<b>Number of Dropouts</b>										
ESC										
EVS										
<b>Number of Transferred Out</b>										
ESC										
EVS										

**Certified True and Correct by :**  
 Head of Institution : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 (Signature Over Printed Name)

Date : \_\_\_\_\_