



JUL 08 2005

DepED ORDER  
No. 36, s. 2005

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 2005-2006 consist of the following:
  - a. Government Elementary School Profile
  - b. Government Secondary School Profile
  - c. Unified School Profile (for private elementary and secondary schools)
3. The heads of the regional and divisional planning units shall jointly undertake the distribution, collection and processing of the accomplished forms.
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, 2005**.
6. The division offices shall electronically process the school profiles to produce the following outputs and shall submit the same on the following dates to their respective regional offices:

<u>Outputs (in print and diskettes)</u>	<u>Date</u>
BEIS – Quick Counts (public elementary and secondary schools)	End of October 2005
District and Division Statistical Bulletins and BEIS-Performance Indicators Report	End of January 2006

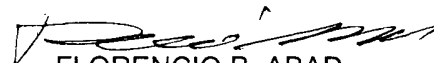
7. The regional offices shall consolidate the division offices' outputs to produce regional statistical bulletins. The soft copies of the regional statistical bulletins as well as the school district and division statistical bulletins produced by the division offices shall be submitted to the **Research And Statistics Division (RSD), Office of Planning Service (OPS), on or before the end of February 2006.** The RSD, OPS shall then consolidate the regional outputs to produce the Department's statistical bulletin **on or before the end of March 2006.**

8. Statistical bulletins produced by the regional offices shall be distributed to their respective division offices while those produced by the division offices shall be distributed to their respective district offices.

9. 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 will put in place 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.

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

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

  
FLORENCIO B. ABAD  
Secretary

Encls.:

As stated

Reference: DepED Order: No. 47, s. 2004

Allotment: 1- -(D.O. 50-97)

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

DATA (Statistics)  
FORMS  
SCHOOLS

Reformatted by: Maricar/DO-BEIS  
07-08-05



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 1 through 6, copy summary data to the boxes for Quick Count Data found at the bottom of this page, as follows:*

- Total enrollment From Table 4 (Column "TOTAL")
- Total nationally-funded teaching personnel From Table 5a (Column 2, "TOTAL, Nationally-funded teaching personnel")
- Total instructional rooms From Table E<sub>1</sub> (Column "TOTAL")
- Total classroom furniture 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 September 30, 2005.*

**SCHOOL INFORMATION**  
 SY 2005-2006

Name of School : \_\_\_\_\_ (official name)  
 \_\_\_\_\_ (If renamed, please indicate old name)  
 Address : \_\_\_\_\_  
 # \_\_\_\_\_ Street \_\_\_\_\_ Barangay \_\_\_\_\_  
 \_\_\_\_\_ Municipality \_\_\_\_\_ Province/City \_\_\_\_\_

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

**Quick Count Data :**

	Male	Female										
Total Enrollment (Table 4, "TOTAL")	<input type="text"/>	<input type="text"/>		Total Nationally-Funded Teaching Personnel (Table 5a, Column 2) (excluding SPED & Preschool Teachers)	<input type="text"/>		Total Instructional Rooms (Table E <sub>1</sub> , "TOTAL")	<input type="text"/>	Total Classroom Furniture (Table E <sub>2</sub> )	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

Verified by the Division Office : \_\_\_\_\_  
 Head of the Office : \_\_\_\_\_  
 (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 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.
- **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.*

**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* 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:**

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

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

EXISTING CLASSROOM FURNITURE

Enter the number of desks and chairs currently in use in the school.

Table A. PUPIL DATA, SY 2005-2006 (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>																
S.P.E.D. graded																
Repeaters																
Transferees In																
Balk-Aval																
Total Number of Monograde Classes																
Total Number of Multigrade Classes																

Table B. ELEMENTARY AGE PROFILE, SY 2005-2006 (As of August 31)

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

Table C. CURRENT SY ENROLLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2005-2006 (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 :

(Signature Over Printed Name)

Date :

Designation :

Date :

Designation :

Date :

Checked by District Office :

Head of the Office :

(Signature Over Printed Name)

Date :

Designation :

Date :

Verified by the Division Office :

Head of the Office :

(Signature Over Printed Name)

Date :

<b>INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT ELEMENTARY SCHOOL PROFILE</b>
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No item should be left blank. Instead, "zero ( 0 )" or "not applicable (a) " shall be written.

**PERSONNEL DATA AND TEACHER ASSIGNMENTS (Tables F & G)** - The data to be entered shall be as of 31st of August 2005.

- **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 2005.**
- **On leave personnel** refers to those who are on sick, vacation, study and/or maternity leave as of 31st of August 2005.
- **Position(s) vacant** refers to the plantilla positions that are unfilled as of 31st August 2005.
- **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 2004-2005 (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 E1. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2005-2006 (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	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 2005-2006 (As of August 31)**

Classroom furniture for pupils	Desks	Sets of chairs and tables	Armchairs

**Table E3. EXISTING NUMBER OF TOILETS, SY 2005-2006 (As of August 31)**

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

**Table F1. PERSONNEL DATA (Locally-funded), SY 2005-2006 (As of August 31)**

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

Certified True and Correct by : \_\_\_\_\_

Checked by District Office : \_\_\_\_\_

Verified by the Division Office : \_\_\_\_\_

School Head : \_\_\_\_\_

Head of the Office : \_\_\_\_\_

Head of the Office : \_\_\_\_\_

(Signature Over Printed Name)

(Signature Over Printed Name)

(Signature Over Printed Name)

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

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

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

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

Table F2. PERSONNEL DATA (Nationally-funded), SY 2005-2006 (As of August 31)

Position Title Col. 1	Number of positions assigned in the school per latest PSI-POP Col. 2		Number actually working in the school Col. 3		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	Male Col. 3	Female Col. 4				
<b>a. Non-teaching</b>								
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>b. Teaching</b>								
Master Teacher II								
Master Teacher I								
Teacher III								
Teacher II								
Teacher I								
Sub-Total (Quick Count Data)								
SPED Teacher Items								
Pre-School Teacher Items								
<b>TOTAL (Nationally-funded teaching personnel)</b>								

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 2005-2006 (As of August 31)

Position Title Col. 1	Carries full-time class teaching load (1600 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 full-time to ancillary services 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				
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 : \_\_\_\_\_  
 Date : \_\_\_\_\_

Checked by District Office : \_\_\_\_\_  
 Head of the Office : \_\_\_\_\_  
 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  
Bridge enrollment  
Total nationally-funded teaching personnel  
Total instructional rooms  
Total classroom furniture

From Table A (Column "TOTAL Bridge - Years (1-4)");  
From Table A (Column "Bridge");  
From Table F<sub>2</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 September 30, 2005.

SCHOOL INFORMATION  
SY 2005-2006

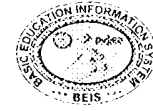
Name of School : \_\_\_\_\_  
official name)  
Address : \_\_\_\_\_  
(If regional, please indicate old name.)  
# \_\_\_\_\_ Street \_\_\_\_\_ Barangay \_\_\_\_\_  
Municipality \_\_\_\_\_ Province (Tr.) \_\_\_\_\_

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

Type of School:  National  Local  
1. Funding (Tick one only)  National  Local  
2. Type (Tick as appropriate)  Science High School  Integrated School  SPED School

Quick Count Data : Total Enrollment :  Male  Female   
(Table A, "TOTAL Bridge + Yrs (1-4)")  
Bridge Enrollment (Table A) :   
Total Nationally-Funded Teaching Personnel  Total Instructional Rooms   
(Table F<sub>2</sub>, Column 2) (Table E<sub>1</sub>, "TOTAL")  
(excluding SPED Teacher(s))  
Total Classroom Furniture   
(Table E<sub>2</sub>)  
Desks  Benches  Armchairs

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.

**STUDENT DATA (Tables A & D)** - The data being requested 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.
- **Bridge** - includes all first year entrants who opted to undergo Bridge Program.
- **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 30.
- **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 30.
- **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.

**AGE PROFILE (Table B)**

- The total enrolment of the school as of 15 September 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.*

**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* 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:*

- 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.

Table A. STUDENT DATA, SY 2005-2006 (As of August 30)

Particulars	Bridge		Year 1 (Regular)		Year 2		Year 3		Year 4		TOTAL [Bridge + (Years 1-4)]	
	Male	Female	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												
Birth-Arrl												
Total Number of Classes												

Table B. SECONDARY AGE PROFILE, SY 2005-2006 (As of August 30)

Age	Bridge		Year 1 (Regular)		Year 2		Year 3		Year 4		TOTAL [Bridge + (Years 1-4)]	
	Male	Female	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 2005-2006 (As of August 30)

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

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

(Signature Over Printed Name)

## INSTRUCTIONS FOR ACCOMPLISHING THE GOVERNMENT SECONDARY SCHOOL PROFILE

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

**PERSONNEL DATA AND TEACHER ASSIGNMENTS (Tables F& G)** - The data to be entered shall be as of 30th of August 2005.

- **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 30th of August 2005.
- **On leave personnel** refers to those who are on sick, vacation, study and/or maternity leave as of 30th of August 2005.
- **Plantilla item(s) vacant** refers to the plantilla positions that are unfilled as of 30th of August 2005.
- **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 2004-2005 (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 2005-2006 (As of August 30)**

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	Not currently used	Total	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 2005-2006 (As of August 30)**

Classroom furniture for students	Desks	Sets of chairs and tables	Armchairs

**Table E3. EXISTING NUMBER OF TOILETS, SY 2005-2006 (As of August 30)**

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

**Table F1. PERSONNEL DATA (Locally-funded), SY 2005-2006 (As of August 30)**

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

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 E2. PERSONNEL DATA (Nationally-funded), SY 2005-2006 (As of August 30)

Position Title (col. 1)	SCHOOL PLANNING ITEMS												TOTAL	
	Number of plantilla items in school per latest PSL POP (col. 2)	Number actually working in the school (col. 3)		On leave (col. 4)	Plantilla items vacant (col. 5)	Plantilla administrators (other positions) unpaid salaries (col. 6)	TOTAL (Col. 2+Col. 3+Col. 4+Col. 5+Col. 6) (col. 7)	Plantilla administrators/ teachers borrowed from other school(s) (col. 8)		Nationally-funded personnel working in the school (col. 9)		TOTAL (Col. 7+Col. 9+Col. 10+Col. 11+Col. 12+Col. 13) (col. 13)		
		Male (col. 3)	Female (col. 4)					Male (col. 9)	Female (col. 10)	Male (col. 11)	Female (col. 12)			
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														
Business Officer II														
TOTAL (Nationally-funded non-teaching personnel)														
Teaching														
Instruction I-III														
Master Teacher II														
Master Teacher I														
Teacher III														
Teacher II														
Teacher I														
Sub-Total (Quick Count Data)														
SPECIAL teacher item														
TOTAL (Nationally-funded teaching personnel)														

Note: In Tables E-2, E-3, E-4, E-5, Col. 2 must not exceed Col. 8

Table G: TEACHER ASSIGNMENTS (Nationally-funded teachers only), SY 2005-2006 (As of August 30)

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							
SPEID Teacher Item							
TOTAL (Nationally-funded teaching personnel)							

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



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, 2005.*

**SCHOOL INFORMATION**  
SY 2005-2006

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

\_\_\_\_\_ (If renamed, please indicate old name)

Address : \_\_\_\_\_

# \_\_\_\_\_ 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)
- Secretarian  
 Non-Secretarian

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.
- **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 M:CS 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 2005-2006 (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
<b>TOTAL ENROLLMENT</b>																
Monograde																
Multigrade																
<i>Included in this enrollment number of:</i>																
SPED, graded																
Repeaters																
Transfers in																
Balk-Arrl																
Total Number of Monograde Classes																
Total Number of Multigrade Classes																

**Table 2. ELEMENTARY AGE PROFILE, SY 2005-2006 (As of August 31)**

Age	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
5 and Below														
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 2005-2006 (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 2004-2005 (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 2005-2006 (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 2005-2006 (As of August 31)**

Classroom furniture for pupils	Desks		Sets of chairs and tables		Armchairs

**Table 7. EXISTING NUMBER OF TOILETS, SY 2005-2006 (As of August 31)**

Number of toilets	Girls (toilet bowl)		Boys (toilet bowl)		Shared (girls and boys)
		(urinal)		(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 2005-2006 (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										
Back-Avail										
Total Number of Classes										

**Table 2. SECONDARY AGE PROFILE, SY 2005-2006 (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										
<b>TOTAL</b>										

**Table 3. CURRENT SY ENROLLMENT AND NUMBER OF CLASSES BY SHIFT, SY 2005-2006 (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)

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

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

(Signature Over Printed Name)

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

**Table 4. STUDENT DATA FOR PREVIOUS SCHOOL YEAR 2004-2005 (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
Enrollment										
Number of Promotees/Graduates										
Number of Dropouts										

**Table 5. EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2005-2006 (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	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 6. EXISTING CLASSROOM FURNITURE, SY 2005-2006 (As of August 31)**

Classroom furniture for students	Desks		Sets of chairs and tables		Amphitheaters	

**Table 7. EXISTING NUMBER OF TOILETS, SY 2005-2006 (As of August 31)**

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

**C. PERSONNEL DATA**

**Table 1. SEX PROFILE OF PERSONNEL, SY 2005-2006 (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 :* \_\_\_\_\_ *Verified by the Division Office :* \_\_\_\_\_  
*School Head :* \_\_\_\_\_ *Head of the Division :* \_\_\_\_\_  
*(Signature Over Printed Name)* *(Signature Over Printed Name)*  
*Designation :* \_\_\_\_\_ *Designation :* \_\_\_\_\_  
*Date :* \_\_\_\_\_ *Date :* \_\_\_\_\_