



Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS SUR**  
Bantay, Ilocos Sur



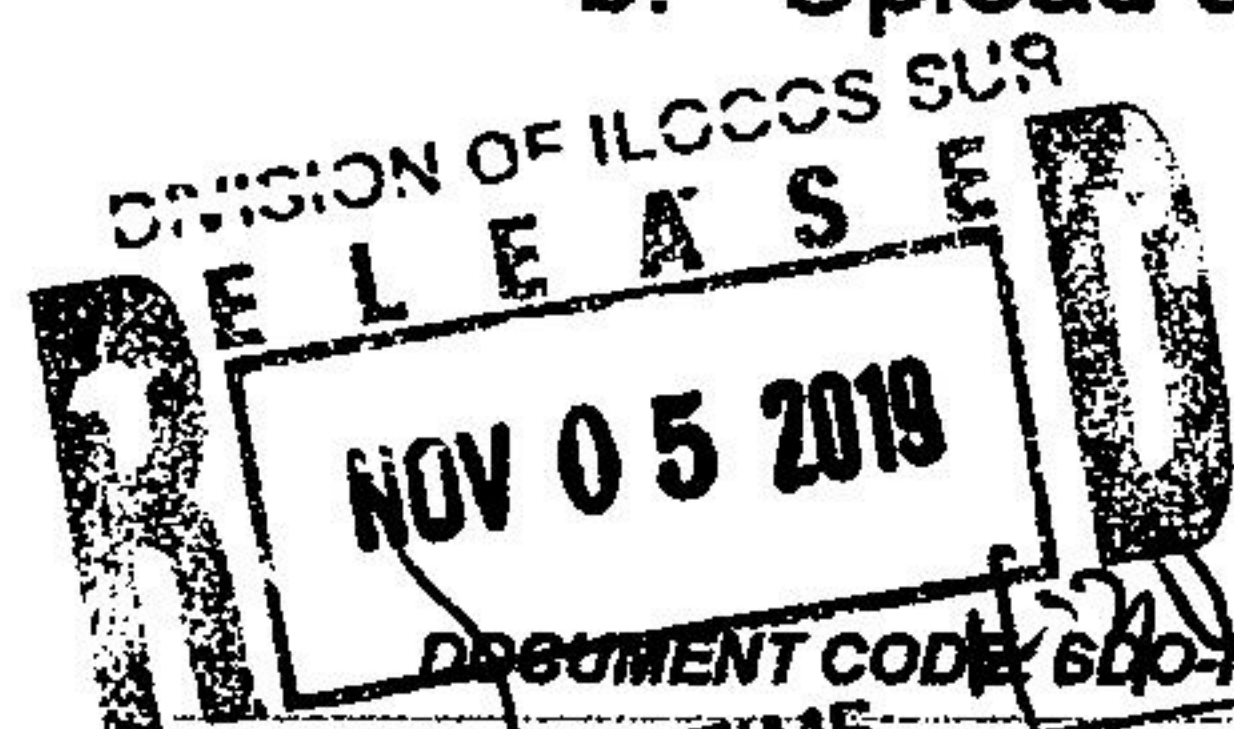
November 5, 2019

**DIVISION MEMORANDUM**  
**No. 430, s. 2019**

**FILLING-OUT AND UPLOADING OF GOVERNMENT FORMS IN  
THE BASIC EDUCATION INFORMATION SYSTEM (BEIS)  
BEGINNING OF SCHOOL YEAR (BOSY) 2019-2020**

To: **OIC-Assistant Schools Division Superintendent**  
**Chief Education Supervisors (SGOD and CID)**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads**  
**Private Elementary and Secondary Schools Administrators and Registrars**  
**State Universities and Colleges Administrators**  
**Philippine Science High School of Region I-Ilocos Region Campus Administrators**  
**All Public, Private, SUCs and PSHS LIS/eBEIS Coordinators and Registrars**  
**All other concerned**

1. Pursuant to DepEd Order No. 032, s. 2018; re: Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year 2018-2019 in the Learner Information System and Enhanced Basic Education Information System, the Office specifically SGOD-Planning and Research Unit announces the **filling out and uploading of Government Forms** in the Basic Education Information System (BEIS) starting **November 5, 2019 until November 30, 2019**.
2. **All schools** are directed to **fill-out** the downloaded forms since the accomplishment of EBEIS BOSY 2019-2020 shall already be **OFFLINE**. **School Heads** and **other school administrators** are also advised to check the validity of the information inputted in those said forms to ensure the accuracy of data to be uploaded in the system.
3. All public schools which Government Forms have not yet been validated by the personnel in-charge in the Schools Division Office are advised to have their forms be validated now.
4. In order to meet the target schedule, all personnel involved in the SDO and public schools are allowed to render overtime services which can be converted to compensatory time-off (CTO) and service credits as provided in **DepEd Order No. 58, s. 2008** "Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education System", **DepEd Order No. 10, s. 2009** "Addendum to DepEd Order No. 58, s. of 2008" and **DepEd Order No. 30, s. 2016** "Policies and Guidelines on Overtime Services and Payment in the Department of Education with the following provisions:
  - a. Accurately accomplish the Forms
  - b. Upload and submit the data in the EBEIS BOSY 2019-2020



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REVISION: 00

EFFECTIVITY DATE: 09-10-2018

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**"SMILE AND SERVE WITH A HAPPY HEART"**





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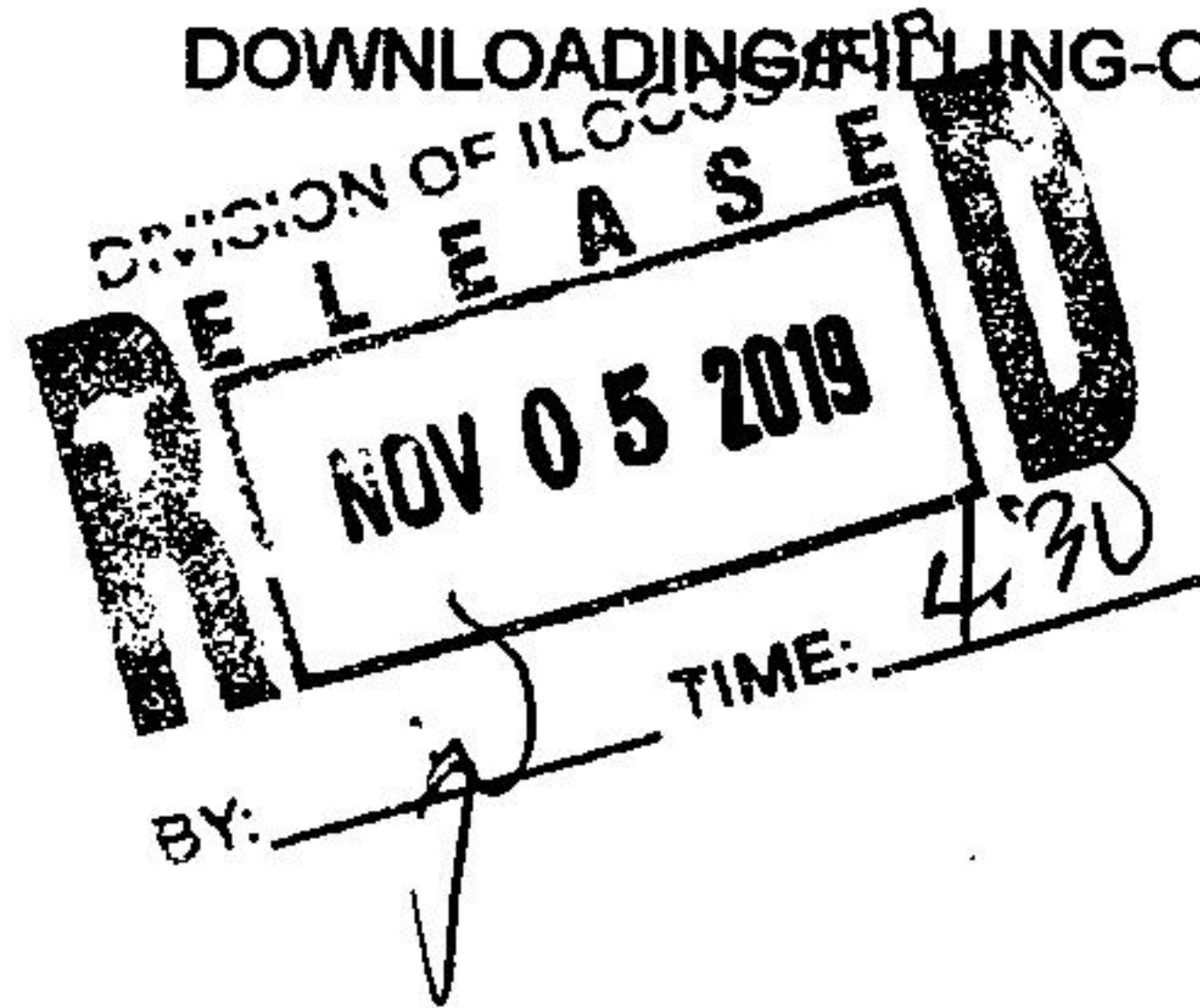


5. To avail the service credits by all teachers, the following documents shall be prepared:
  - a. Letter request to render overtime services. State the date, time and target accomplishments to be signed by the Schools Division Superintendent;
  - b. Accomplishment report and other evidences of accomplishment.
6. Guidelines in the Downloading/Uploading and Filling-out of the Government Forms is attached in Enclosure Number 1 of this memorandum (Guidelines in the Downloading, Filling-out and Uploading of the Coded Template of the Government Forms).
7. For information, guidance and immediate compliance of all concerned.

  
**JORGE M. REINANTE, CSEE, CEO VI, CESO V**  
Schools Division Superintendent

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

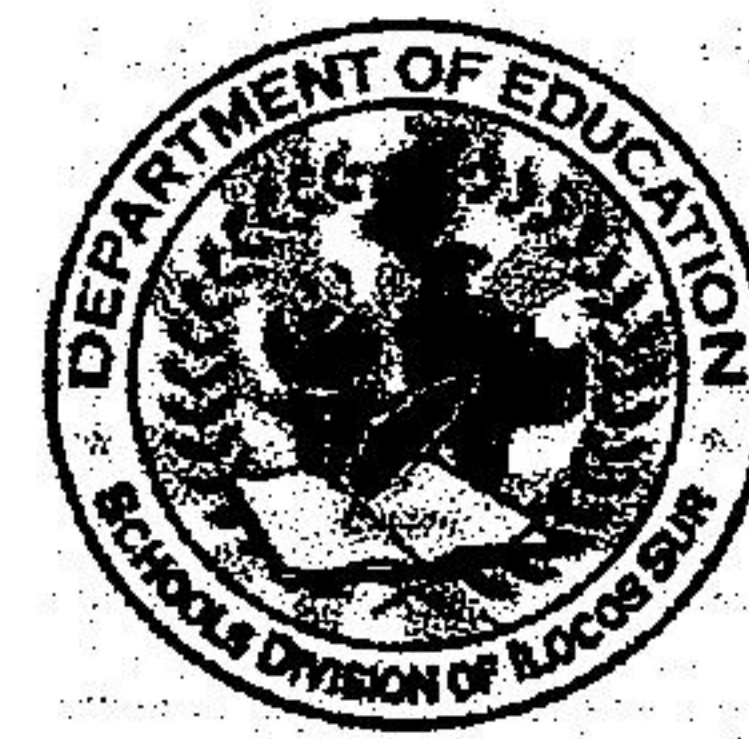
BOSY 2019-2020      DOWNLOADING/FILLING-OUT/UPLOADING      GOVERNMENT FORMS







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Enclosure Number 1 of Division Memorandum No. 430, s. 2019

**GUIDELINES IN THE DOWNLOADING, FILLING-OUT AND UPLOADING OF THE  
CODED TEMPLATE OF THE GOVERNMENT FORMS**

**GENERAL RULES**

1. Use only SCHOOL HEAD ACCOUNT.
2. Only VALIDATED BEIS FORM signed by Schools Division Superintendent are allowed to be copied for uploading.
3. Only WHITE CELLS can be filled-out. Colored cells are autogenerated.

**INSTRUCTIONS TO DOWNLOAD AND FILLING OUT OF CODED TEMPLATE**

1. Login using School Head Account
2. Search Basic Education Information System as you click the dropdown arrow on the name of your school head at the upper left corner of your computer facing you
3. Click UPLOAD between DASHBOARD and ROW DATA
4. Click download GESPv2019.10.31.xlsx (depends upon the date you login), etc.
5. Save the CODED TEMPLATE and rename it (the format was instructed during the LIS Orientation)
6. Copy the validated GOVERNMENT FORM
7. Have it revalidated by the School Head after copying
8. Save the file/filled out CODED TEMPLATE

**INSTRUCTIONS TO UPLOAD FILLED OUT CODED TEMPLATE**

1. Login using School Head Account
2. Search Basic Education Information System as you click the dropdown arrow on the name of your school head at the upper left corner of your computer facing you.
3. Click UPLOAD between DASHBOARD and ROW DATA.
4. Click SCHOOL PROFILE (GREEN BUTTON).
5. Locate where you saved the FILLED OUT CODED TEMPLATE.
6. As you have located it, click the file and click open.
7. Once uploaded, click the UPLOAD NOW (BLUE BUTTON).







# How to Download/Upload School Profile (Coded) Template

Please use School Head Account to Download or Upload to log  
in [beis.deped.gov.ph](http://beis.deped.gov.ph)

