



July 15, 2013

Division Memorandum  
No. 365, s. 2013

**REVISED DATA GATHERING FORMS FOR THE BEGINNING OF SCHOOL YEAR (BOSY) 2013-2014  
OF THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS)**

To: OIC, Assistant Superintendents  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads  
Heads, Private Elementary and Secondary Schools

1. The data collection, processing and validation of school statistics for SY 2013-2014 shall begin with the dissemination of the Enhanced Basic Education Information System (EBEIS) Revised Data Gathering Forms for the Beginning of the School Year (BOSY), which are hereto attached.

2. All School Heads are advised to take note of the following changes:

- Enrolment figures and other data for BOSY 2013-2014 shall be as **of First Friday of the opening week of the school year**. For public schools, this shall be as of **June 7, 2013**;
- New data elements and definitions are included, such as:
  - a. **SPED** – refers to Special Education (SPED) programs for pupils with special needs i.e. gifted and talented pupils and children with special disabilities (CWDs).
  - b. **SPED CWDs (self-contained class) Enrolment** – refer to similarly grouped pupils who are not yet ready for inclusion in the regular class. This includes those who are classified by level as kindergarten, primary and transition level.
  - c. **Primary Level** – refers to level after kindergarten where children with disabilities are being prepared for inclusion in the regular class.
  - d. **Pupils/Students Previously Enrolled in Other Public Schools** – refer to pupils/students who were enrolled in another public school the previous school year.
  - e. **Pupils/Students Previously Enrolled in Private Schools** – refer to pupils/students who were enrolled in a private school the previous school year.
- Changes/Additional data/notes in the revised data gathering forms:

**For Government Elementary School Profile (GESP), Government Secondary School Profile;**

a. Additional Notes in Table C

- Total number of classes in this table shall tally with the total number of classes in Table A.
- If a multigrade class consists of a combination of kindergarten and any grade level, the number of classes shall be reported under kindergarten regardless of the size of enrolment. **(GESP)**

b. Table D

- Enrolment in Kindergarten Summer Program is deactivated in the system, since the Kindergarten Summer Program has ended last school year. **(GESP)**

c. Table F

- Additional seven languages used in Mother-Tongue Based-Multilingual Education (MTB-MLE in Table F. **(GESP)**

d. Additional columns for Grades 11 and 12 for K to 12 Modeling Schools to be included in the total enrolment. **(GSSP)**

**For Private School Profile (PSP):**

e. Additional Notes in Table A

- Fill-up Grade 7 column in this table if Grade 7 is part of the school's elementary education.

f. Changes in Table C

- Student Data. (Years I-VI) to fit in the K to 12 Basic Education Curriculum .

g. Additional Column (number of slots) for Table E

- Data on GASTPE Program

3. Timeline for the conduct of EBEIS activities shall be strictly observed. Online encoding and submission of data shall be from July 15 – 26, 2013. Validation of data at the Division level shall be from July 15- August 2, 2013.

4. School Heads of both public and private schools offering kindergarten, elementary and/or secondary education shall be responsible for ensuring prompt, complete and accurate filling-up of the EBEIS data gathering forms.

5. The division education supervisor in-charge of private schools shall facilitate the online collection of forms and assist the Planning Unit in checking the accuracy, consistency, completeness and timely submission of all private schools.

6. Schools which do not have access to internet facilities are encouraged to do the encoding at the ICT Training Center of the Division Office.

7. Immediate dissemination of and strict compliance to this Memorandum is desired.

  
ARDEN B. MONISIT, Ed. D.  
Schools Division Superintendent

References:

Deped Order No. 30, s. 2013

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

CHANGE                      SCHOOLS  
STATISTICS,                DATA FORMS