



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. 266, s. 2025

23 APR 2025

**VALIDATION OF SCHOOL PROFILE OF PRIVATE SCHOOLS  
IN THE BASIC EDUCATION INFORMATION SYSTEM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Planning Officer III  
All School Heads (Public, Private and SUC)  
All Others Concerned

1. In line with the updating of school profile in the Basic Education Information System and to ensure accuracy and reliability of education data, all private schools are advised to subject their school profile to data validation. The validation period will be on **April 25, 2025, 8:00 a.m. to 5:00 p.m. at the Office of the School Governance and Operations Division, Schools Division Office.**
2. The final validated School Profile must be uploaded to the BEIS system on or before April 29, 2025. In addition, schools are required to submit the printed hard copy of the said profile, together with the accomplished School Profile Validation Checklist, to the SGOD on the same date.
3. Attached are the following references:  
Enclosure 1. List of Validators for Private Schools  
Enclosure 2. Validator's Checklist  
Enclosure 3. Private School Profile Validation Checklist.
4. For information and strict compliance.

Encl.: As stated  
Reference: None  
To be included in the Perpetual Index  
Under the following subject:  
  
BASIC EDUCATION DATA  
BEIS  
DATA GATHERING FORMS

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

By the Authority of the SDS:

  
**ARNEL S. BANDIOLA**  
Assistant Schools Division Superintendent

SGOD/dro/ 25004 Validation of School Profiles in the Basic Education Information System



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**Enclosure 1. List of Validators for Private Schools**

Validator/Focal Person	Position	Office
DEEJAY R. OPELAC	Planning Officer III	<b>SGOD</b>
DOLORES A. UBIÑA	Senior Education Program Specialist – Monitoring and Evaluation	<b>SGOD</b>
ANGELO M. BANGCUD	Division Child Protection Focal Person - Project Development Officer I	<b>SGOD</b>



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Enclosure 2.

**BEIS SCHOOL PROFILE  
Validator's Checklist**

<b>Name of Validator:</b>	:	
<b>Area</b>	:	

**List of Schools Validated**

*Direction: Log each visit of school heads/ representatives during the validation period.*

School Name	Visit No.	Validation		Signature of School Head
		Date	Time	
Batac Institute, Inc.	1			
	2			
	3			
	4			
	5			
Batac Junior College	1			
	2			
	3			
	4			
	5			
Eureka High School	1			
	2			
	3			
	4			
	5			
Graceland Saviour's Institution, Inc.	1			
	2			
	3			
	4			
	5			
Immaculate Concepcion Academy	1			
	2			
	3			
	4			
	5			
Living Rock Christian School of Excellence	1			
	2			
	3			



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,  
City of Batac, Ilocos Norte  
Telephone No.: (077) 677-1993



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School Name	Visit No.	Validation		Signature of School Head
		Date	Time	
Maranatha Christian Academy of Batac	4			
	5			
	1			
	2			
	3			
	4			
	5			

Accomplished by:

\_\_\_\_\_  
Validator





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Enclosure 3. Private School Profile Validation Checklist

**BEIS SCHOOL PROFILE**  
**Private School Profile Validation Checklist**

School Name	:	
School ID	:	
School Head	:	

Direction: Validators shall check the appropriate box after each validation session. If there are no discrepancies, mark "Yes". If discrepancies are found, mark "No". The school head or representative shall return once corrections are made. If the revised data is accepted, rule out the previously checked "No" and check "Yes" to indicate approval.

Program / Area	Data Accepted (If revised and accepted, kindly rule out "No")	Signature	Date/Time
Table 1. SHS LEARNERS BY ARTS AND DESIGN TRACK AND STRAND	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 2. NUMBER OF FUNCTIONAL ASSISTIVE TECHNOLOGY AND ADAPTIVE DEVICES FOR SPECIAL NEEDS EDUCATION (SNEd) LEARNERS	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 3. NUMBER OF LEARNERS UNDERGOING WORK IMMERSION	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 4. DATA ON ASSISTANCE TO STUDENTS AND TEACHERS IN PRIVATE EDUCATION AND NON- DEPED PUBLIC SCHOOLS PROGRAM	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 4A. DATA ON SENIOR HIGH SCHOOL-VOUCHER PROGRAM	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		



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Program/Area	Data Accepted (If revised and accepted, kindly rule out "No")	Signature	Date/Time
Table 4B. DATA ON SENIOR HIGH SCHOOL-VOUCHER PROGRAM	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 5. PERSONNEL DATA	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 6. TEACHERS WHO RECEIVED TRAINING ON INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 7. TEACHERS WHO RECEIVED TRAINING ON PEDAGOGY	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 8. NUMBER OF FUNCTIONAL COMPUTERS IN THE SCHOOL FOR ACADEMIC USE	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 9. INTERNET CONNECTIVITY	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 10. NUMBER OF EXISTING INSTRUCTIONAL ROOMS IN THE SCHOOL BY LEVEL OF EDUCATION	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 11. NUMBER OF EXISTING NON- INSTRUCTIONAL ROOMS IN THE SCHOOL BY LEVEL OF EDUCATION	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 12. NUMBER OF EXISTING CLASSROOM	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		



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Program/Area	Data Accepted (If revised and accepted, kindly rule out "No")	Signature	Date/Time
FURNITURE BY LEVEL OF EDUCATION			
Table 13. AVAILABILITY OF ELECTRICAL SUPPLY	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 14. AVAILABILITY OF WATER SUPPLY	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 15. NUMBER OF EXISTING WASH FACILITIES	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 16. NUMBER OF SANITATION FACILITIES	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Box 1. SCHOOL MENTAL HEALTH	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Table 17. SCHOOL MENTAL HEALTH	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Box 2. COMPREHENSIVE TOBACCO CONTROL	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Box 3. LEARNER RIGHTS AND PROTECTION	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Box 4. LEARNER RIGHTS AND PROTECTION CONCERNS	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		
Box 5. INDIGENOUS PEOPLES EDUCATION (IPed) PROGRAM	<input type="checkbox"/> Yes <input type="checkbox"/> No (for revision)		





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**LIST OF DISCREPANCIES**

Note: Only discrepancies shall be recorded in this section. If all data are found accurate and acceptable, leave this section blank. Schools may reproduce this section as needed.

Area	Data not Accepted	Remarks	Validator's Signature