



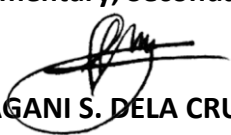
Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



DIVISION MEMORANDUM

No. **186** s. 2013

TO : **ALL SCHOOL HEADS**
Elementary, Secondary & Private Schools

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : **REMINDERS and GUIDELINES on BOSY Updating and Encoding**

DATE : **July 19, 2013**

Please take note of the following to make the BOSY 2013-2014 Encoding hassle-free.

School Information

1. Only the following school information is open for editing/updating for BOSY 2013-2014

- School head name
- School head position
- Telephone number
- Fax number
- Mobile number
- Web address
- Email address

2. Other information that needs updating must be requested and emailed to beisteam@gmail.com for approval. Please do not forget to indicate the school id in the request.

3. Updating of COC for private schools must also be requested and emailed to beisteam@gmail.com. Please indicate the school id, school name, old COC, new COC and the permit or recognition number for each level in the request.

4. To be able to input data in SPED CWD and Special Needs please ensure that the school's Curricular Offering Sub-classification is Regular School with SPED Classes or Regular School with SPED Center or Purely SPED Center.

Pupil Data

Please note that the Total monograde classes per level should not be equal to the total enrolment per level.

Number of Classes By Shift

For schools with Kindergarten under multigrade class, the number of class should be encoded under Kindergarten in the No. of Classes By Shift.

Reversion

All reversion must be requested through the system. Just click “Status of Request to revert BEIS report status.

Reporting Errors/Problems

When reporting errors/problems encountered during encoding, please indicate the following information for easy troubleshooting and fast resolution of the reported errors/problems.

- School id
- School name
- What is the error encountered
- Tab or Table where the error occurred (School Information, Pupil Data, School Age Profile, etc...)
- Function where the error occurred (Editing, Saving, Submitting the report, Validating the report, etc...)

Deadline for Submission is July 26, 2013

Deadline for Validation is August 2, 2013

For your information, dissemination and strict compliance.