

ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) USER GUIDE

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- School Identification Number
- Add a School Profile

LAST REVISION

28 June 2017

SCHOOL IDENTIFICATION NUMBER

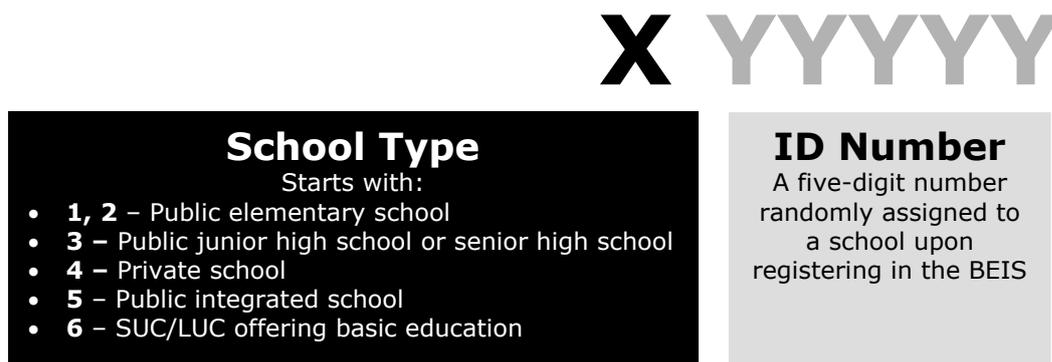
The **School Identification (ID) Number** is a unique and permanent six-digit number assigned to any educational institution offering basic education in the Philippines.

To acquire a School ID, the institution must offer Kindergarten, Elementary, Junior High School, Senior High School, and/or a combination of these education levels.

The school must also secure approval a permit to operate from the Regional Office, and be:

- A DepEd-managed school (with predefined plantilla positions);
- Operated by a State University or College (SUC) or a Local University or College (LUC);
- Managed by a government agency other than DepEd (for example: DOST, NCCA, or LGU, among others); or
- A private education institution registered under Philippine corporation laws.

The School ID follows this format:



For example:

158452

425466

604531

Figure 1: School ID Format

MUST-KNOW

- Every school in the basic education system can possess **only one PERMANENT and PERPETUAL School ID**.
- The School ID must be conspicuously displayed in plain sight across school facilities and in all school documents.
- Unauthorized or fraudulent issuance of School ID is **STRICTLY PROHIBITED**.

ADD A SCHOOL PROFILE

As soon as a new school becomes operational, you can create its profile and register it in the EBEIS.

NEED TO KNOW

- Only the Regional Office (RO) can enlist and encode **new** school profiles.
- The school and the Schools Division Office (SDO) can edit the **existing** or **newly created** school profile once the region finishes creating the profile.
- If the school received a School ID from the previous school year **but failed to create their school profile**, they must request for a new School ID from their respective RO.
 - The school must possess either a recognition or a permit to operate **for the current school year** to receive a new School ID.
 - The RO processes the request; once done, the school shall use the new School ID and disregard the old one.

You can add the following school types in the EBEIS:

- **Public integrated schools** (offering both elementary and secondary levels including Senior High School);
- **Elementary schools** (public, private, and SUC/LUC, offering Kinder to Grade 6); and
- **Secondary schools** (public, private, and SUC/LUC, offering Junior High School, Senior High School, or both).

To start creating a school profile and request for a School ID, log in to the EBEIS using the **Single Sign-On (SSO)** facility as the RO system administrator.

Please sign in

Username

Password

Sign in

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

Department of Education

Figure 2: Add a School Profile: Login Page

Once you successfully enter your login information, you will gain access to the Dashboard.

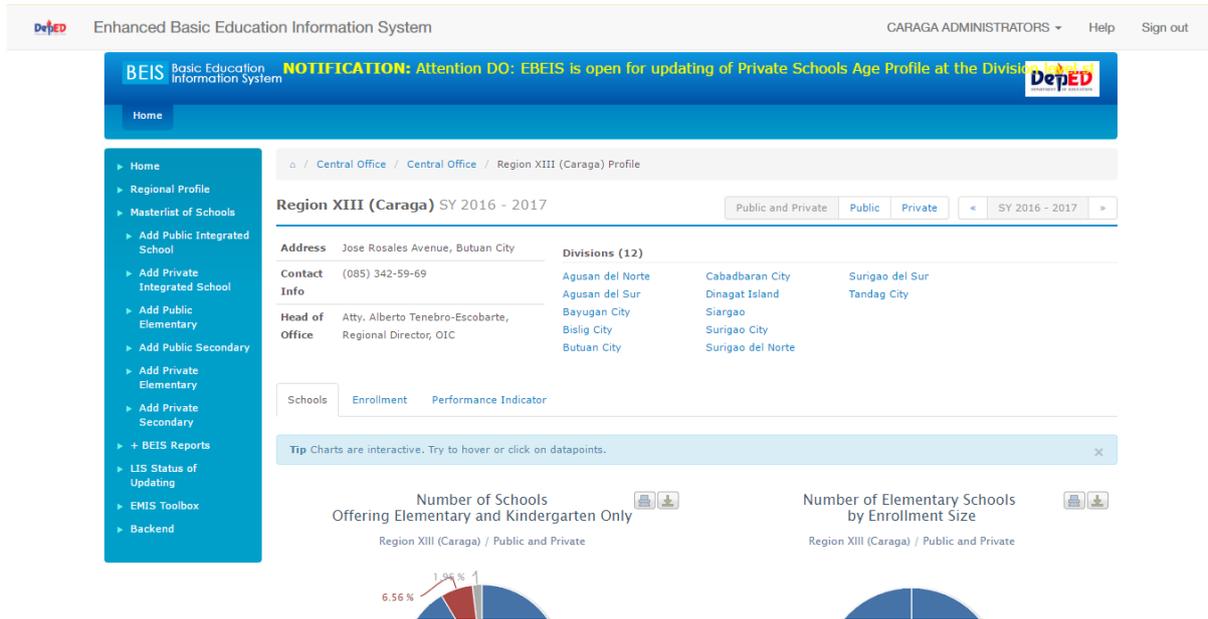


Figure 3: Add a School Profile: EBEIS Dashboard

On the Sidebar, select the type of school to add in the EBEIS.

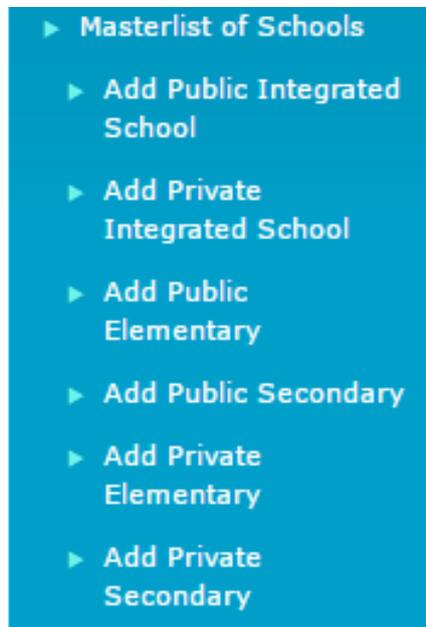


Figure 4: Add a School Profile: Add School

Clicking any of the options will lead you to a form, where you fill in details of your school.

The screenshot shows the 'Create Public Integrated School' form in the EBEIS system. The form is divided into several sections: 'School Information' (School ID, School name, Short name, Date established, General Classification, General Curricular Offerings), 'Location Information' (Street address, Zip code, Region, Division, District, Province, Municipality/City, Legislative District, Barangay), and 'Contact Information' (Telephone no, Fax no, Mobile no, Web address, Email address). A 'Submit' button is located at the bottom left. A notification banner at the top reads: 'NOTIFICATION: Attention DO: EBEIS is open for updating of Private Schools Age Profile at the Division Office - DepED'. A sidebar on the left contains navigation links such as 'Home', 'Regional Profile', 'Masterlist of Schools', 'Add Public Integrated School', 'Add Private Integrated School', 'Add Public Elementary', 'Add Public Secondary', 'Add Private Elementary', 'Add Private Secondary', '+ BEIS Reports', 'LIS Status of Updating', 'EMIS Toolbox', and 'Backend'.

Figure 5: Add a School Profile: Create School

Start by entering the **school name** and the **date established** (both required).

You can fill in the school's **short name** (acronym, abbreviation, or alias) to better identify the school.

Note that the EBEIS automatically and randomly generates a **School ID**, which will be available once you finish filling out the form.

The **General Classification** and **General Curricular Offerings** fills in automatically according to the option you selected.

This close-up view shows the 'School Name' section of the form. It includes the following fields and values: 'School ID (Auto-generated)' (empty), 'School name*' (text input), 'Short name' (text input), 'Date established*' (text input), 'General Classification' (Public), and 'General Curricular Offerings' (Elementary). A small asterisk indicates that 'School name' and 'Date established' are required fields.

Figure 6: Add a School Profile: School Name

Click the **Date established** textbox to invoke a pull-down menu, where you select the month and year of the school’s inception.

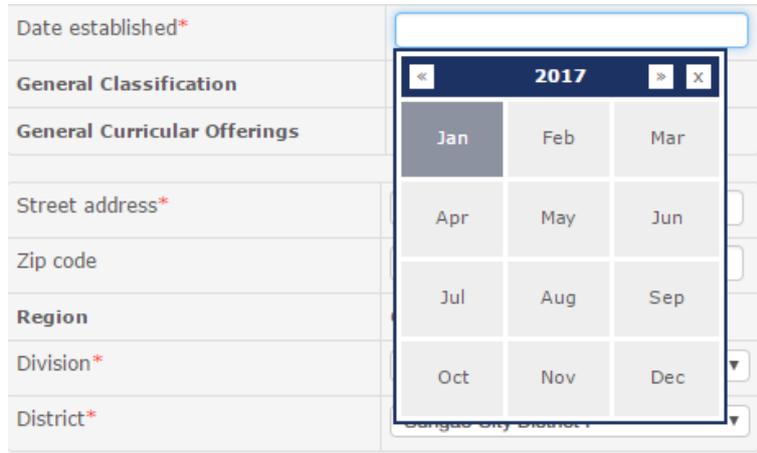


Figure 7: Add a School Profile: Date and Year of Schools' Establishment

Select the **Curricular Offering Classification**, **School sub-classification**, **School Type**, and **Curricular Offering Sub-classification** using their respective drop-downs.



Figure 8: Add a School Profile: Classification Drop-downs

The table below lists the Curricular Offering Classifications (COC) and Sub-classifications available according to the school’s curricular offering.

General Curricular Offering	COC Available	Curricular Offering Sub-classification
Elementary	<ul style="list-style-type: none"> • Kinder • Grade 1-6 • Kinder & Grade 1-6 	<ul style="list-style-type: none"> • Regular School • Regular School with SPED Classes • Regular School with SPED Center • Purely SPED Center • National Special School • Integrated SPED School

General Curricular Offering	COC Available	Curricular Offering Sub-classification
Secondary	<ul style="list-style-type: none"> • Grade 7-10 • Grade 11-12 • Grade 7-10 & Grade 11-12 	<ul style="list-style-type: none"> • Regular School • Regular with Special Programs • Special
Integrated	<ul style="list-style-type: none"> • Kinder & Grade 7-10 • Grade 1-6 & Grade 7-10 • Kinder, Grade 1-6, Grade 7-10 • Kinder, Grade 1-6, Grade 7-10 Attached to Tertiary • Grade 1-6 & Grade 11-12 • Grade 1-6, Grade 7-10 & Grade 11-12 • Kinder, Grade 1-6, Grade 7-10 & Grade 11-12 • Kinder, Grade 1-6, Grade 7-10 & Grade 11-12 Attached to Tertiary • Kinder, Grade 1-6 & Grade 11-12 	<ul style="list-style-type: none"> • Regular School • Regular School with SPED Classes • Regular School with SPED Center • Purely SPED Center • National Special School • Integrated SPED School

This table lists the **School Sub-classifications** available according to the selected general classification.

General Classification	School Sub-classifications Available
Public	<ul style="list-style-type: none"> • DepED Managed • SUC Managed • DOST Managed • Local Government • LUC

General Classification	School Sub-classifications Available
Private	<ul style="list-style-type: none"> • Sectarian • Non-Sectarian • BRAC LC

The following School Types are available:

- School with No Annexes
- Mobile School(s)/Center(s)
- Mother school
- Annex or Extension school(s)

Note that upon selecting **Annex or Extension school(s)**, you need to select the mother school from the **Mother School** drop-down.

Fill in the **EXACT** address where the school is located.

Note that all fields (except **Zip code**) are required.

Street address*	1 Elysian Lane	Province*	AGUSAN DEL NORTE ▼
Zip code	8452	Municipality/City*	BUTUAN CITY (Capital) ▼
Region	CARAGA	Legislative District*	2nd District ▼
Division*	Butuan City ▼	Barangay*	BANCASI ▼
District*	Southeast II Butuan District ▼		

Figure 9: Add a School Profile: Address

Fill in important contact details in the **Contact Information** field.

Note that **Mobile no** is required.

Contact Information

Telephone no	545-8455
Fax no	
Mobile no*	09205451255
Web address	http://butuan.is.elysian.org/
Email address	butuan.is@elysian.org

* denotes required field

Figure 10: Add a School Profile: Contact Information

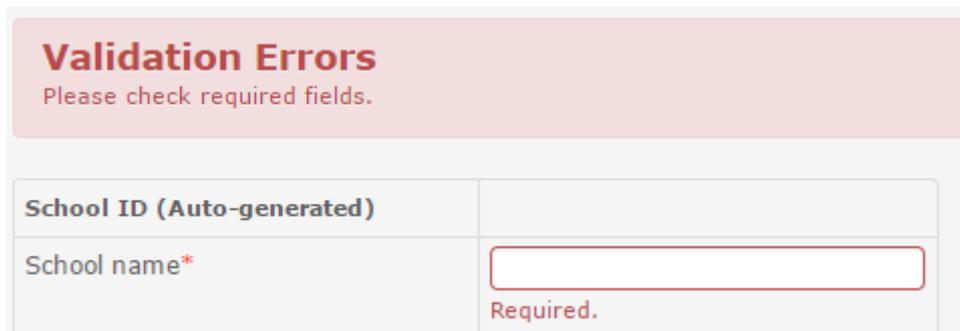
Once you finish filling in all fields, click the **Submit** button.



Figure 11: Add a School Profile: Submit Button

If you fail to fill in any required field, a message saying **Validation Errors: Please check required fields** pops up and highlights the field you must fill in.

Ensure to fill in all required fields before clicking **Submit**.



Validation Errors Please check required fields.	
School ID (Auto-generated)	
School name*	<input type="text"/> Required.

Figure 12: Add a School Profile: Validation Errors