ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) USER GUIDE

IN THIS GUIDE:

- 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:

```
X YYYYY
```

### School Type

- **1, 2** – Public elementary school
- **3** – Public junior high school or senior high school
- **4** – Private school
- **5** – Public integrated school
- **6** – SUC/LUC offering basic education

### ID Number

A five-digit number randomly assigned to a school upon registering in the BEIS

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

![EBEIS Dashboard](image)

Figure 3: Add a School Profile: EBEIS Dashboard

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

![Add School](image)

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.

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

![Date established dropdown menu](image)

**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.

![Classification drop-downs](image)

**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.

<table>
<thead>
<tr>
<th>General Curricular Offering</th>
<th>COC Available</th>
<th>Curricular Offering Sub-classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>• Kinder</td>
<td>• Regular School</td>
</tr>
<tr>
<td></td>
<td>• Grade 1-6</td>
<td>• Regular School with SPED Classes</td>
</tr>
<tr>
<td></td>
<td>• Kinder &amp; Grade 1-6</td>
<td>• Regular School with SPED Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Purely SPED Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• National Special School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Integrated SPED School</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>General Curricular Offering</th>
<th>COC Available</th>
<th>Curricular Offering Sub-classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary</td>
<td>• Grade 7-10</td>
<td>• Regular School</td>
</tr>
<tr>
<td></td>
<td>• Grade 11-12</td>
<td>• Regular with Special Programs</td>
</tr>
<tr>
<td></td>
<td>• Grade 7-10 &amp; Grade 11-12</td>
<td>• Special</td>
</tr>
<tr>
<td>Integrated</td>
<td>• Kinder &amp; Grade 7-10</td>
<td>• Regular School</td>
</tr>
<tr>
<td></td>
<td>• Grade 1-6 &amp; Grade 7-10</td>
<td>• Regular School with SPED Classes</td>
</tr>
<tr>
<td></td>
<td>• Kinder, Grade 1-6, Grade 7-10</td>
<td>• Regular School with SPED Center</td>
</tr>
<tr>
<td></td>
<td>• Kinder, Grade 1-6, Grade 7-10 Attached to Tertiary</td>
<td>• Purely SPED Center</td>
</tr>
<tr>
<td></td>
<td>• Grade 1-6 &amp; Grade 11-12</td>
<td>• National Special School</td>
</tr>
<tr>
<td></td>
<td>• Grade 1-6, Grade 7-10 &amp; Grade 11-12</td>
<td>• Integrated SPED School</td>
</tr>
<tr>
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<td>• Kinder, Grade 1-6, Grade 7-10 &amp; Grade 11-12 Attached to Tertiary</td>
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<td>• Kinder, Grade 1-6, Grade 7-10 &amp; Grade 11-12 Attached to Tertiary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Kinder, Grade 1-6 &amp; Grade 11-12</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>General Classification</th>
<th>School Sub-classifications Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public</td>
<td>• DepED Managed</td>
</tr>
<tr>
<td></td>
<td>• SUC Managed</td>
</tr>
<tr>
<td></td>
<td>• DOST Managed</td>
</tr>
<tr>
<td></td>
<td>• Local Government</td>
</tr>
<tr>
<td></td>
<td>• LUC</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>General Classification</th>
<th>School Sub-classifications Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private</td>
<td>• Sectarian</td>
</tr>
<tr>
<td></td>
<td>• Non-Sectarian</td>
</tr>
<tr>
<td></td>
<td>• BRAC LC</td>
</tr>
</tbody>
</table>

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.

![Figure 9: Add a School Profile: Address](image)

Fill in important contact details in the Contact Information field.

Note that Mobile no is required.

![Figure 10: Add a School Profile: Contact Information](image)
Once you finish filling in all fields, click the **Submit** button.

![Submit button](image)

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](image)

Figure 12: Add a School Profile: Validation Errors