ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS) USER MANUAL

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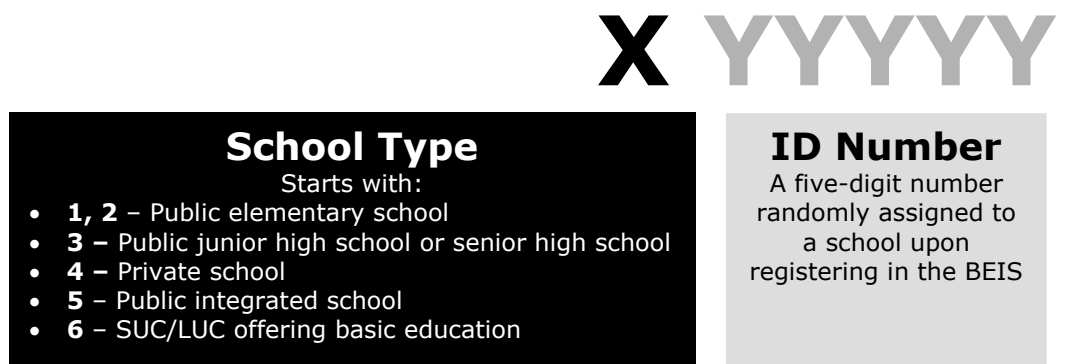
SCHOOL IDENTIFICATION NUMBER

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
Starts with:
- **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).

> ## MUST-KNOW
> - Schools **SHOULD NOT** contact the Central Office (CO) directly to add or edit their profiles in the EBEIS.
> - SDOs **MUST NOT** refer any school directly to the CO to request modifications in EBEIS profiles.

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.

Figure 2: Add a School Profile: Login Page

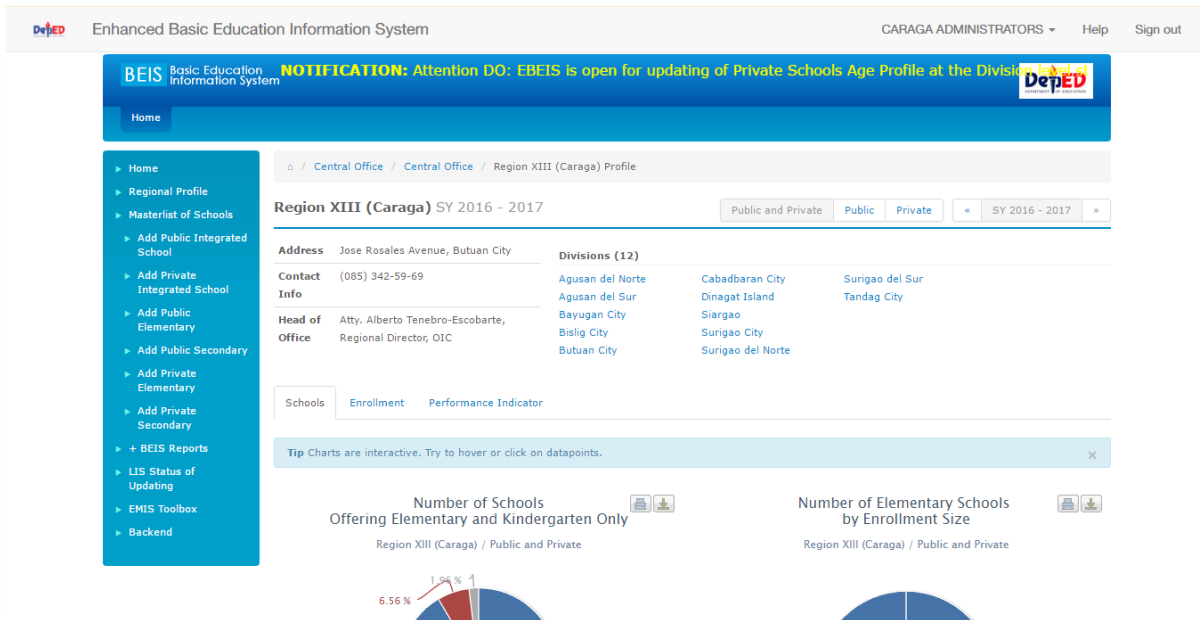Once you successfully enter your login information, you will gain access to the Dashboard.

Figure 3: Add a School Profile: EBEIS Dashboard

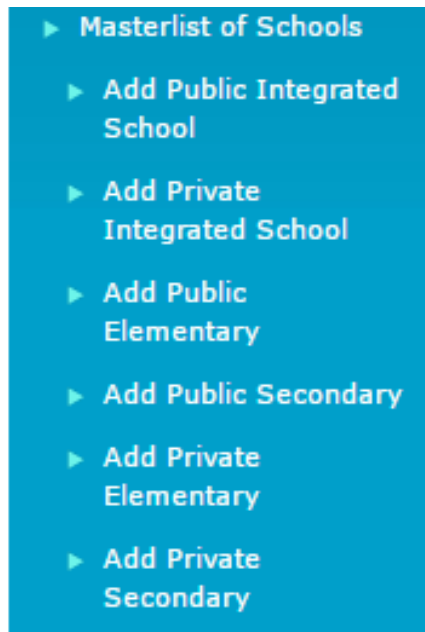On the Sidebar, select the type of school to add in the EBEIS.

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.
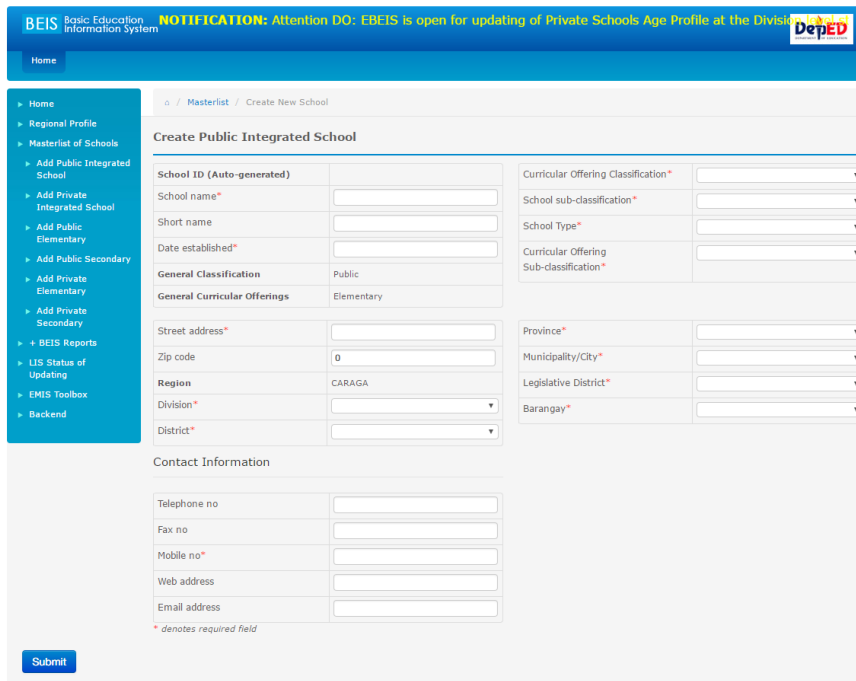
Figure 5: Add a School Profile: Create School

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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.

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	• Kinder • Grade 1-6 • Kinder & Grade 1-6	• Regular School • Regular School with SPED Classes • Regular School with SPED Center • Purely SPED Center • National Special School • Integrated SPED School
Secondary	• Grade 7-10 • Grade 11-12 • Grade 7-10 & Grade 11-12	• Regular School • Regular with Special Programs • Special
Integrated	• 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	• Regular School • Regular School with SPED Classes • Regular School with SPED Center • Purely SPED Center • National Special School • Integrated SPED School

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General Curricular Offering	COC Available	Curricular Offering Sub-classification
	• 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	

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

General Classification	School Sub-classifications Available
Public	• DepED Managed • SUC Managed • DOST Managed • Local Government • LUC
Private	• 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.

Figure 9: Add a School Profile: Address

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

Note that **Mobile no** is required.

Figure 10: Add a School Profile: Contact Information
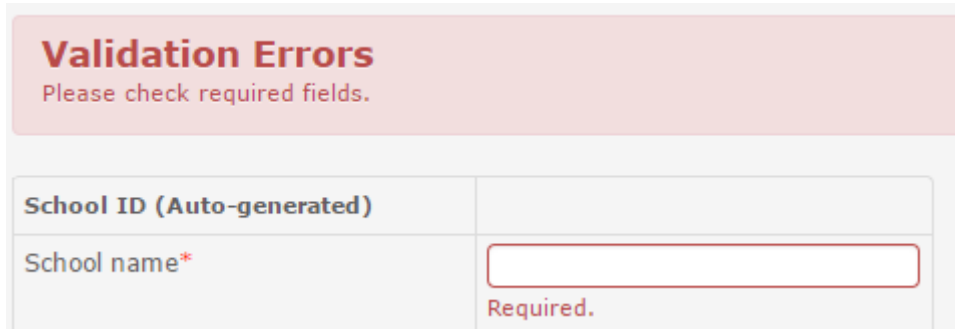
Once you finish filling in all fields, click the **Submit** button.

Figure 11: Add a School Profile: Submit Button

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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**.

Figure 12: Add a School Profile: Validation Errors

SENIOR HIGH SCHOOL PROGRAM OFFERINGS

As part of updating Senior High Schools' (SHS) profiles, the Regional Office (RO) needs to update approved SHS program offerings for each school offering SHS.

The flowcharts below highlight the SHS approval process for SHS program offerings within the schools, divisions, and regions.
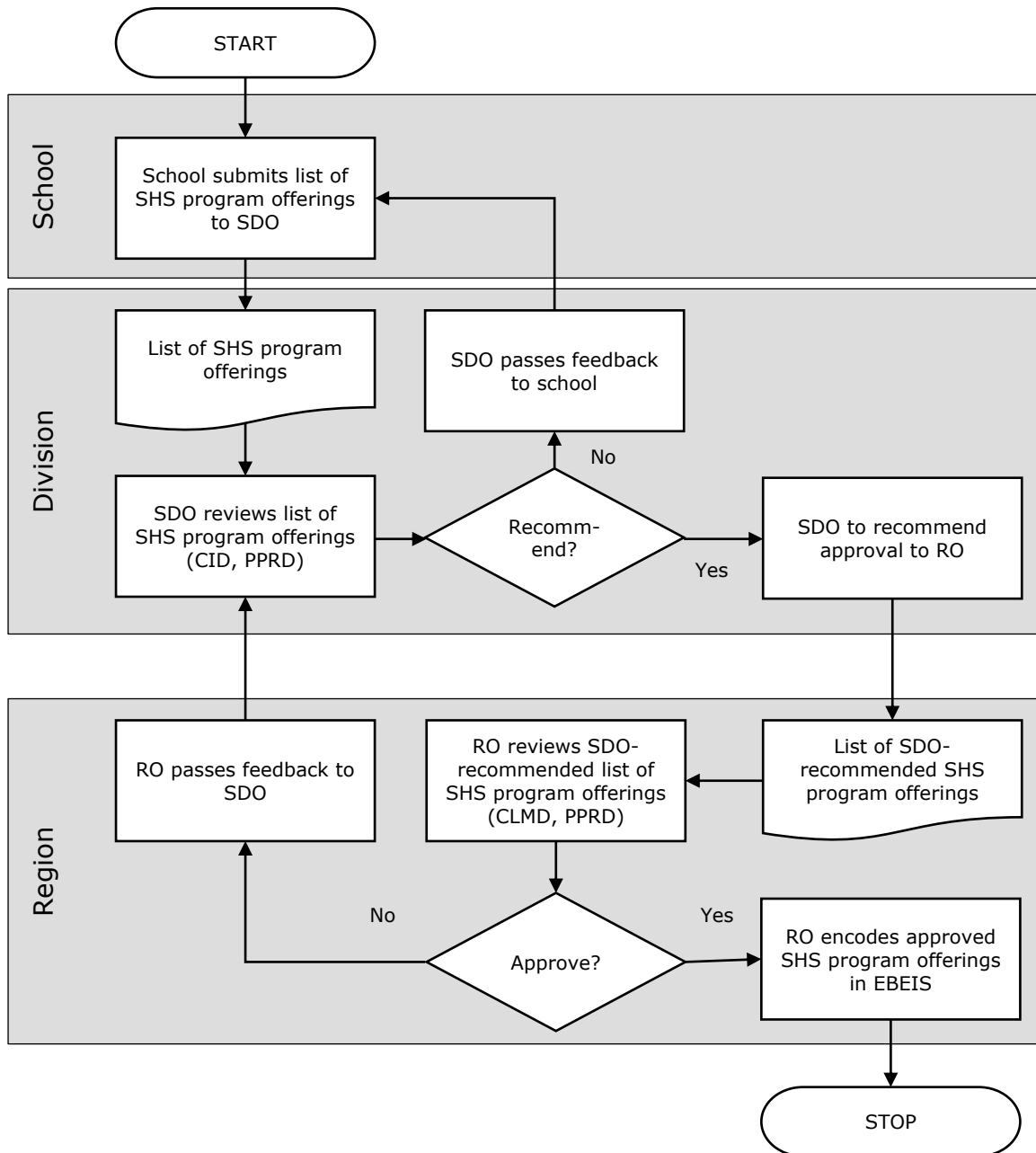
Figure 13: SHS Program Offering: Process of Adding SHS Program Offerings for Existing Schools

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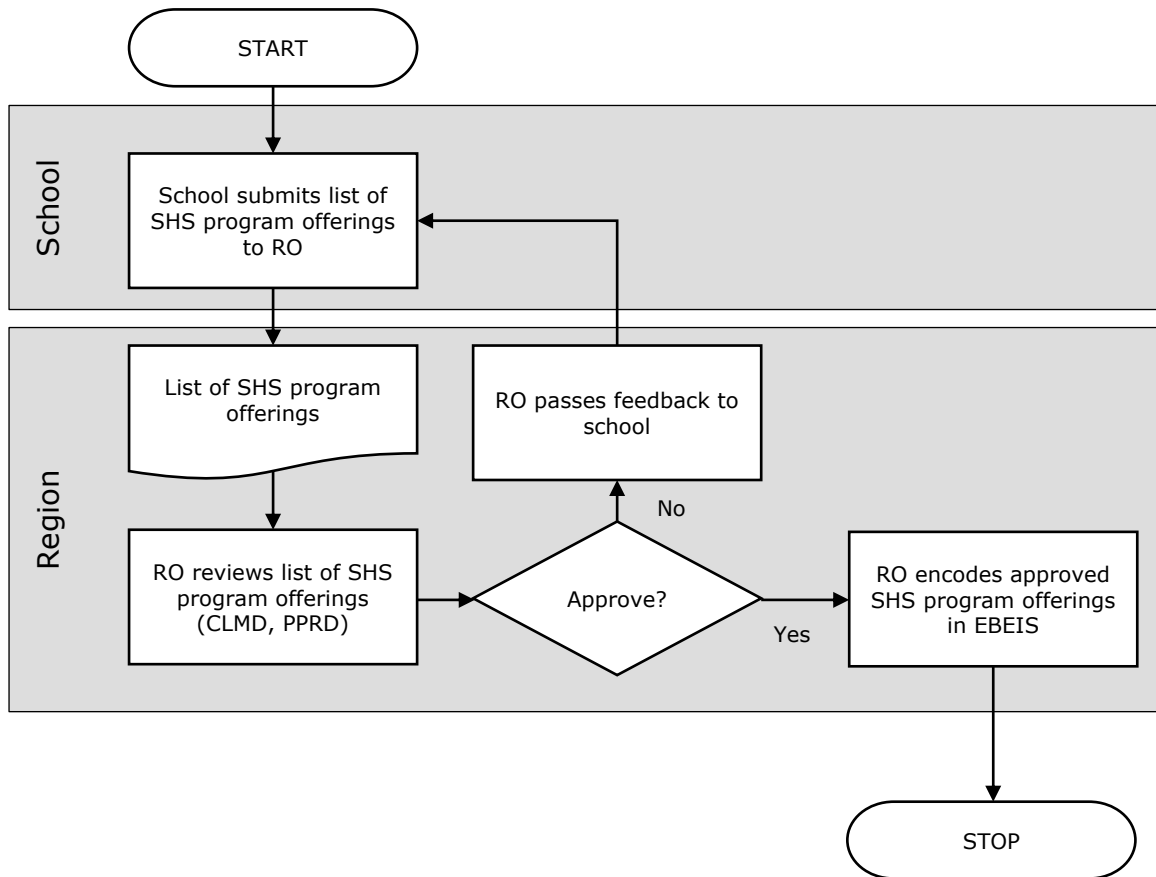
Figure 14: SHS Program Offering: Process of Adding SHS Program Offerings for New Schools

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MUST-KNOW
- Only the RO can add, update, and delete SHS program offerings.
- Schools and SDOs can **no longer** modify SHS program offerings
- Schools and SDOs **SHOULD NOT** contact the CO directly to request for modification of SHS program offerings.
- SDOs and ROs **MUST NOT** refer any school directly to the CO for modification of SHS program offerings.

ADD OR DELETE SHS PROGRAM OFFERINGS

As soon as you have reviewed and approved program offerings from an existing school (with the SDO's recommendation) or from a new school (right after creating their profile), you can add SHS program offerings associated with that school.

The offerings you add will reflect in the school's LIS SHS profile, and they will be able to create classes offering the program you have added for them.

To start adding, editing, and deleting SHS program offerings, log in to the EBEIS using the ***Single Sign-On* (SSO)** facility as the RO system administrator.

Figure 15: Add or Delete Program Offerings: Login Page

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

Figure 16: Add or Delete Program Offerings: EBEIS Dashboard

Click **Masterlist of Schools** to search for a school offering SHS.

You can filter your search keywords according to the criteria listed on the **Filter** section of the page.
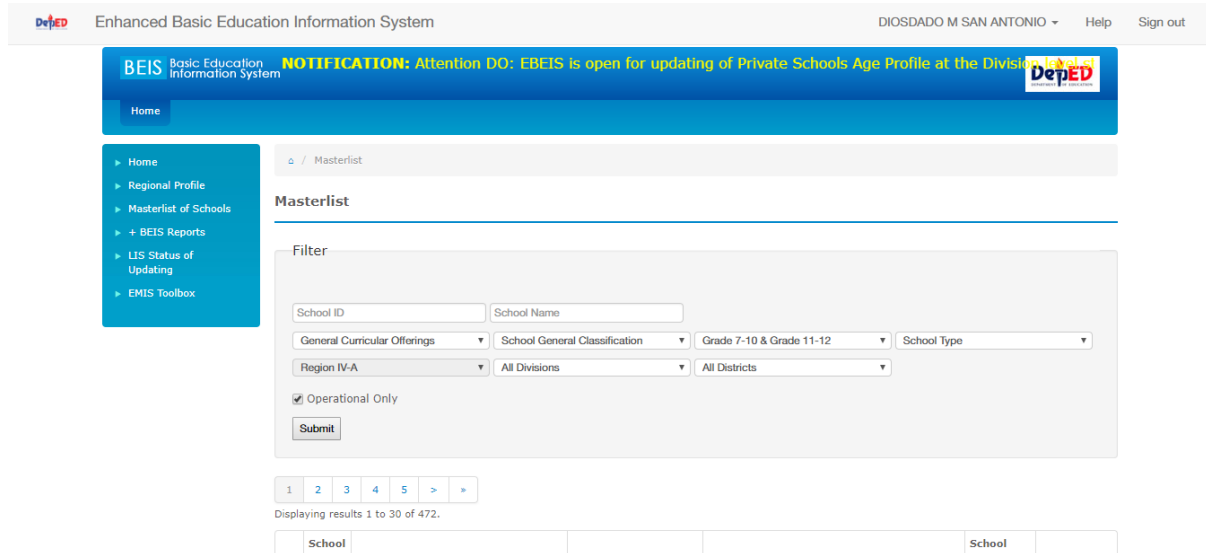
Figure 17: Add or Delete Program Offerings: Search for School

Figure 18: Add or Delete Program Offerings: Masterlist of Schools

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NEED TO KNOW
- If the school you are looking for does not exist in the EBEIS, you must create its profile first before editing its SHS program offerings.
  - See **ADD A SCHOOL PROFILE** for detailed instructions on how to create and edit school profiles.

Click the **VIEW SHS OFFERINGS** link on the school's row to pull up the school's current program offerings and edit it.

No.	School ID	School Name	Head / Position	Address	School Type	COC
1	301280	Abuyon NHS	TEODOSIO FLAVIER LAKIAN	Abuyon	Mother school	Grade 7-10 & Grade 11-12 VIEW SHS OFFERINGS

Figure 19: Add or Delete Program Offerings: View SHS Offerings

On clicking **VIEW SHS OFFERINGS**, the EBEIS will present you with the **Program Offerings** screen, which lists the programs offered by the school, as well as options to remove and add offerings.

To go back to the previous screen, click **Cancel**.

Figure 20: Add or Delete Program Offerings: List of Program Offerings

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Add Program Offerings

To add SHS program offerings, click **Add SHS Offerings**.
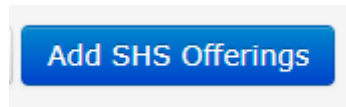

Figure 21: Add Program Offerings: Add SHS Offerings Button

The EBEIS will then allow you to select additional program offerings.

Available program offerings will depend on what current offerings the school has.

For **Technical-Vocational-Livelihood Track**, input the specializations in the **TVL Specialization** textbox, and then enter the subjects in the **TVL Subjects** textbox.

Note that available subjects in the **TVL Subjects** textbox will depend on the specialization entered in the **TVL Specialization** textbox.

You may select multiple offerings in **Academic Track**, **Arts and Design Track**, and **Sports Track**, but you can only add one offering at a time in the **Technical-Vocational-Livelihood Track**.

> ## NEED TO KNOW
> * The **Technical-Vocational-Livelihood Track** currently **does not enforce** the limit on the number of hours per program offering.
>   o Therefore, the RO, as well as the SDO endorsing the program offerings (for new schools), **must ensure** that the school **complies** with mandated policies on the number of hours of program offerings.

Figure 22: Add Program Offerings: List of Program Offerings

To confirm the addition, click **Save** to return to the previous screen and save your options.

Otherwise, click **Cancel** to return to the previous screen without saving.

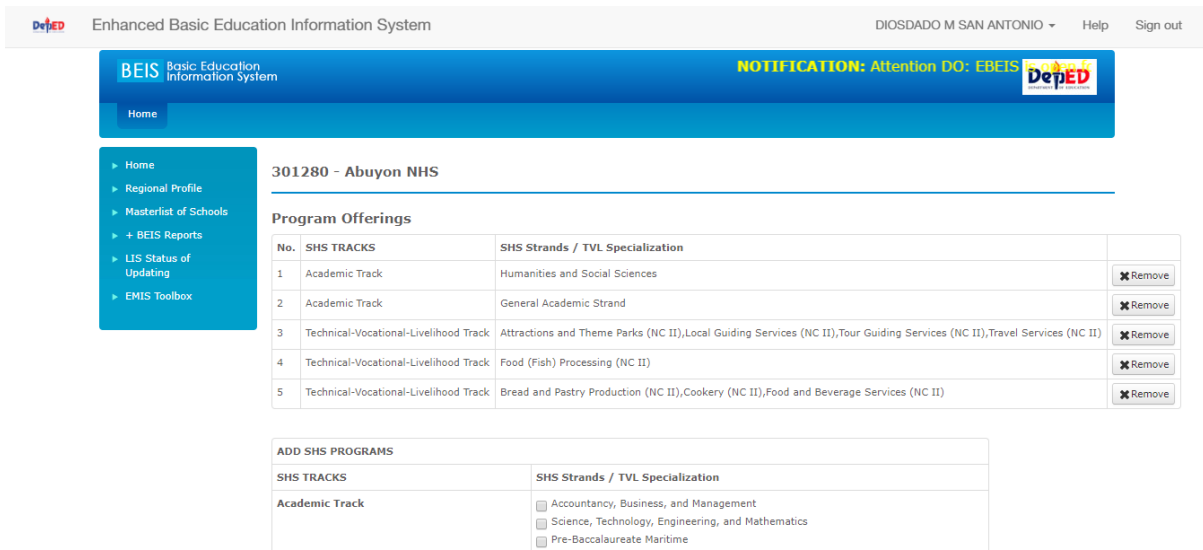Figure 23: Add Program Offerings: Cancel and Save Buttons

Delete SHS Program Offerings

As long as a school's program offering **does not have any enrollees**, you can delete such offering and, whenever needed, replace it with another.

NEED TO KNOW

- **You can never delete an SHS program offering** once the school enrolled a learner in a class with such an offering.
- **You cannot edit an existing SHS program offering**; you must delete it and replace it with a new one.

Find the offering to delete in the list of the school's SHS program offerings in the **Program Offerings** screen.

Figure 24: Remove Program Offerings: List of Program Offerings

Click the **Remove** button next to the target offering to delete it.
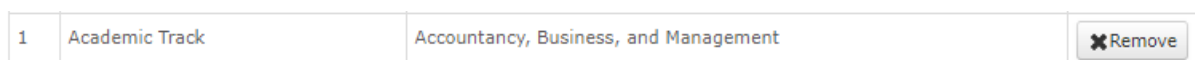

Figure 25: Remove Program Offerings: Remove

Confirm the removal by clicking **OK**, or click **Cancel** to go back to the **Program Offerings** screen.

Keep in mind that deletion of program offerings are irreversible once you click **OK**.
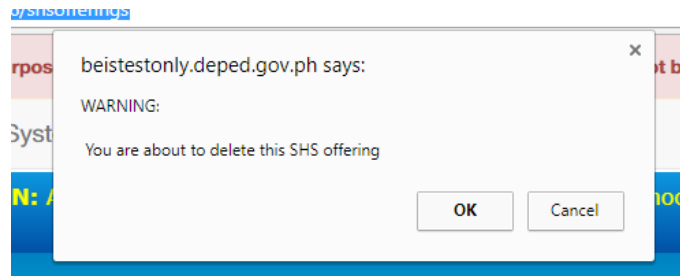

Figure 26: Remove Program Offerings: Confirmation

If you try removing a program offering with at least one learner enrolled in it, the EBEIS will not allow you to delete the offering.

Figure 27: Remove Program Offerings: Error When Deleting Offering with Enrollees