

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

13 June 2025

Division Memorandum
No. 512 s. 2025

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 00695, S. 2025, RE:
UPDATING OF SCHOOL PROFILE/INFORMATION FOR SCHOOL
YEAR 2025-2026 IN THE EBEIS**

TO : OIC - Assistant Schools Division Superintendent
Chief Education Program Supervisors
Public Schools District Supervisors
Public and Private School Heads
All Others Concerned

1. In reference to the communication from the Policy and Planning Service-EMISD and the Regional Memorandum No. 00695, s. 2025 (*Updating of School Profile/Information for School Year 2025-2026 in the EBEIS*) and consistent with the Matrix of Accountability stipulated in DepEd Order No. 27, s. 2019 (*Guidelines on the Yearly Collection of Data/Information Requirements and Validation Process*), this Office instructs the Division Planning Officer to facilitate the creation, reopening and closing of schools, as appropriate, and ensure the timely updating of the following data elements:

- Curricular Offering Classification
- School Name/Renaming of School
- School Classification
- School Sub-Classification and School Type
- Change of Administrative Level

2. School heads of all public and private elementary and secondary schools, and heads of State and Local Universities and Colleges(SUCs/LUCs) offering basic education are instructed to update their school profile information in the enhanced Basic Education Information System (EBEIS) from June 4, 2025 to June 30, 2025. The following information must be reviewed and updated accordingly:

- School Address
- Class Organization
- School Head Name
- School Head Plantilla Position
- School Telephone Number
- Mobile Number
- Web Address
- Email Address
- Government Permit/Recognition Information

3. For information, dissemination and compliance.

CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes

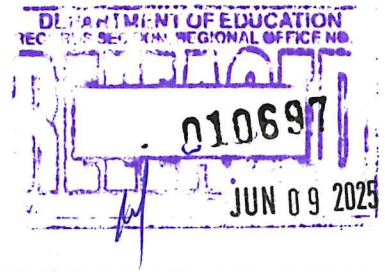
052-8114063

catanduanes@deped.gov.ph

www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
REGION V - BICOL



05 June 2025

REGIONAL MEMORANDUM

No. 00695, s. 2025

UPDATING OF SCHOOL PROFILE/INFORMATION FOR SCHOOL
YEAR 2025-2026 IN THE EBEIS

To : Assistant Regional Director
Schools Division Superintendents
Chief of Policy, Planning, and Research Division
Chiefs of the Schools Governance and Operations Division (SGOD)
RO/SDO Planning Officers
School Heads of Public and Private Elementary and Secondary Schools
All Others Concerned

1. In reference to the communication from the Policy and Planning Service-EMISD, this Office, through the Policy, Planning, and Research Division, reminds all concerned offices of their continued commitment to ensuring the availability of accurate, relevant, and timely data vital to the operations of the Department of Education. This includes maintaining a reliable and up-to-date database of schools offering basic education nationwide.

2. Consistent with the **Matrix of Accountability** stipulated in DepEd Order No. 27, s. 2019 (Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes), the Regional Planning Officer (RPO) and Division Planning Officers (DPOs) shall facilitate the creation, reopening and closing of schools, as appropriate, and ensure the timely updating of the following data elements:

- Curricular Offering Classification (DPO)
- School Name/Renaming of School (DPO)
- School Classification (DPO)
- School Sub-classification and School Type (RPO/DPO)
- Change of Administrative Level (RPO/DPO)

3. Likewise, **all school heads** of all public and private elementary and secondary schools, and **heads** of State and Local Universities and Colleges (SUCs/LUCs) offering basic education are instructed to **update their school profile information in the Enhanced Basic Education Information System (EBEIS) from 04 June 2025 to 30 June 2025**. The following information must be reviewed and updated accordingly:

- School Address
- Class Organization
- School Head Name
- School Head Plantilla Position
- School Telephone Number



Address: Regional Center Site, Rawis, Legazpi City, 4500
Telephone Nos.: 0969 516 9555
Email Address: region5@deped.gov.ph
Website: <https://region5.deped.gov.ph/>



- Mobile Number
- Web Address
- Email Address
- Government Permit/Recognition Information

4. Furthermore, the updating of school profile will facilitate seamless communication and access to school information that are essential inputs in planning, program implementation, among others.

5. For any clarifications, please contact the **PPS-EMISD** through telephone numbers (02) 8638-2251/8637-6204 or email at ps.emisd@deped.gov.ph and **DepEd Region V-PPRD** through email at pprd.rov@deped.gov.ph.

6. Immediate dissemination of and strict compliance with this Memorandum is desired.



GILBERT T. SADSAD
Regional Director

Ref.: DepEd Order No. 27, s. 2019 dated September 20, 2019

To be indicated in the Perpetual Index
under the following subjects

DATA
EBEIS
SCHOOLS

PPRD/msc
06/05/2025