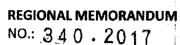


Republic of the Philippines Department of Education CORDILLERA ADMINISTRATIVE REGION Wangal, La Trinidad, Benguet



November 3, 2017





APPLICATION FOR SCHOOL IDENTIFICATION NUMBER IN THE ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS)

To: Schools Division Superintendents

Heads of Public and Private Elementary and Secondary Schools

All Others Concerned

- 1. Per DepED Advisory issued by Undersecretary Jesus L.R. Mateo, dated June 22, 2017 re: Undating of Learner's Profile in the Learner Information System (LIS) and School Information in the EBEIS for the Beginning of School Year (BOSY) 2017-2018, the following Data Processes are lodged at the Regional Office thru the Policy, Planning, and Research Division (PPRD):
 - a. Creation of School Profile for newly established school;
 - b. Issuance of an auto-generated School ID Number per DepED Order No. 52, s. 2016;
 - c. Change in Administrative Level (Division);
 - d. Updating of School Sub-classification and School Type; and
 - e. Updating of Contact Details.
- 2. The attached Application Form Templates shall be used. Enclosure 1 is for Public Schools and Enclosure 2 is for Private Schools. The applicable template shall be filled up by a school head applying for School ID Number, to be submitted to the Schools Division Office, (attn.: Planning and Research Section) for endorsement to the Regional Office (attn.: Policy, Planning, and Research Division (PPRD).
- 3. The said Application Form shall be submitted together with a photocopy of the Regional Memorandum of the Approval of Establishment of the School for Public Schools or photocopy of the Government Permit or Recognition for Private Schools. These required documents shall be submitted to the PPRD either thru the Records Section or via email to pprd.depedcar@gmail.com or janet.ambucay@deped.gov.ph. For clarifications and inquiries, contact the PPRD at telephone number 074-422-9590.
- 4. Immediate and wide dissemination of this Memorandum is desired.

MAY B, ECLAR, Ph.D., CESO V

Description of the Regional Director

Encl. As stated

References:

DepED Advisory dated June 22, 2017

DepED Order No. 52, s. 2016

PPRD/PDE/janet/07.06.2017 RM Application Form School ID

APPLICATION FOR SCHOOL ID (Public)

SCHOOL NAME:	
SHORT NAME (IF APPLICABLE):	
DATE ESTABLISHED: MONTH: YEAR:	
GENERAL CURRICULAR OFFERING: ELEMENTARY SECONDARY	
CURRICULAR OFFERING CLASSIFICATION:	
KINDER	L.
KINDER AND GRADE 1-6	
KINDER, GRADE 1-6, AND GRADE 7-10	
KINDER, GRADE 1-6, GRADE 7-10, AND GRADE 11-12	· · · · · · · · · · · · · · · · · · ·
KINDER, GRADE 1-6, GRADE 7-10, AND GRADE 11-12 (ATTACHED	O TO TERTIARY)
OTHERS: PLEASE SPECIFY	
SCHOOL SUB-CLASSIFICATION:	
DEPED MANAGED ALS	
SUC MANAGED LOCAL GOVERNME	NT MANAGED
DOST MANAGED SCHOOL ABROAD	
OTHER GOVERNMENT AGENCY MANAGED	
LUC (LOCAL UNIVERSITIES AND COLLEGES)	
SCHOOL TYPE: SCHOOL WITH NO ANNEXES MOTHER SCH	
MOBILE SCHOOL(S)/CENTER(S) ANNEX OR EXT	TENSION SCHOOL(S)
CURRICULAR OFFERING SUB-CLASSIFICATION:	
REGULAR SCHOOL	
REGULAR SCHOOL WITH SPED CLASS	
REGULAR SCHOOL WITH SPED CENTER	
PURELY SPED CENTER	
NATIONAL SPECIAL SCHOOL	
INTEGRATED SPED SCHOOL	. [
STREET ADDRESS: ZIP CODE	
DIVISION/PROVINCE: SCHOOL DISTRICT:	2ND DISTRICT
LEGISLATIVE DISTRICT: LONE DISTRICT 1ST DISTRICT	ZIND DISTRICT
BARANGAY:	
CONTACT INFORMATION: TELEPHONE NO.: FAX NO.:	
MOBILE NO.: WEB ADDRESS: EMAIL ADDRES	S: [
REQUESTED BY:	
NAME AND SIGNATURE POSITION/DESIGNATION AND DATE	
NOTE: Attach Regional Memorandum of the Approval of Establishment (FOR PUBL All appropriate fields must be filled in legibly.	LIC SCHOOLS)

ENCLOSURE 2 TO REGIONAL MEMORANDUM NO. 3 4 0 . 2017

APPLICATION FOR SCHOOL ID (Private)

SHORT NAME (IF APPLICABLE):	
SHORT NAIME (IF AFFLICABLE).	
DATE ESTABLISHED: MONTH: YEAR:	
GENERAL CURRICULAR OFFERING: ELEMENTARY SECONDARY	
CURRICULAR OFFERING CLASSIFICATION:	
KINDER	
KINDER AND GRADE 1-6	
KINDER, GRADE 1-6, AND GRADE 7-10	
KINDER, GRADE 1-6, GRADE 7-10, AND GRADE 11-12	
KINDER, GRADE 1-6, GRADE 7-10, AND GRADE 11-12 (ATTACHED TO TERTIARY)	
OTHERS: PLEASE SPECIFY	
SCHOOL SUB-CLASSIFICATION:	
SECTARIAN NON-SECTARIAN BRAC LC	
SCHOOL TYPE: SCHOOL WITH NO ANNEXES MOTHER SCHOOL	
MOBILE SCHOOL(S)/CENTER(S) ANNEX OR EXTENSION SCHOOL(S)	
CURRICULAR OFFERING SUB-CLASSIFICATION:	
REGULAR SCHOOL	
REGULAR SCHOOL WITH SPED CLASS	
REGULAR SCHOOL WITH SPED CENTER	
PURELY SPED CENTER	
NATIONAL SPECIAL SCHOOL	
INTEGRATED SPED SCHOOL	
STREET ADDRESS: ZIP CODE:	
DIVISION/PROVINCE: SCHOOL DISTRICT:	
LEGISLATIVE DISTRICT: LONE DISTRICT 1ST DISTRICT 2ND DISTRICT	
Edistance District.	
BARANGAY:	
ELGISLATIVE DISTRICT.	
BARANGAY:	
BARANGAY: CONTACT INFORMATION: TELEPHONE NO.: FAX NO.: MOBILE NO.: WEB ADDRESS: EMAIL ADDRESS: PERMIT INFORMATION:	
BARANGAY: CONTACT INFORMATION: TELEPHONE NO.: FAX NO.: MOBILE NO.: WEB ADDRESS: EMAIL ADDRESS:	
BARANGAY: CONTACT INFORMATION: TELEPHONE NO.: FAX NO.: MOBILE NO.: WEB ADDRESS: EMAIL ADDRESS: PERMIT INFORMATION:	
BARANGAY: CONTACT INFORMATION: TELEPHONE NO.: FAX NO.: MOBILE NO.: WEB ADDRESS: EMAIL ADDRESS: PERMIT INFORMATION: PERMIT NO.: PROVIDE WHICH EVER IS APPLICABLE RECOGNITION NO.: PROVIDE WHICH EVER IS APPLICABLE	
BARANGAY: CONTACT INFORMATION: TELEPHONE NO.: FAX NO.: MOBILE NO.: WEB ADDRESS: EMAIL ADDRESS: PERMIT INFORMATION: PERMIT NO.: PROVIDE WHICH EVER IS APPLICABLE RECOGNITION NO.: PROVIDE WHICH EVER IS APPLICABLE KINDER KINDER CRADE 1 6	
BARANGAY: CONTACT INFORMATION: MOBILE NO.: WEB ADDRESS: PERMIT INFORMATION: PERMIT NO.: PROVIDE WHICH EVER IS APPLICABLE KINDER GRADE 1 - 6 GRADE 7 - 10 GRADE 11 - 12 GRADE 11 - 12	
BARANGAY: CONTACT INFORMATION: TELEPHONE NO.: FAX NO.: F	