



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Governance Operations Division**

**DIVISION MEMORANDUM**

**June 19, 2025**

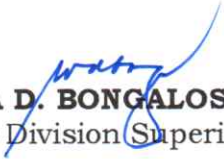

No. 352, s. 2025

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

To: Public Elementary and Secondary School Heads  
Private Elementary and Secondary School Heads  
School Registrar and LIS Coordinator  
All Others Concerned

1. Attached is Regional Memorandum No. 0529 s. 2025 entitled “**UPDATING OF SCHOOL PROFILE/INFORMATION FOR SCHOOL YEAR 2025-2026 IN THE EBEIS**”, and in line with the communication from the Department of Education-Education Management Information System Division (EMISD), Policy and Planning Service (PPS), dated June 4, 2025, the PPS through the EMISD, reaffirms its commitment to ensuring the availability of accurate, relevant and timely data in support of the Department’s efficient operations. This includes the continuous maintenance of reliable and up to date information for all schools offering basic education nationwide.

2. For your immediate and wide dissemination of this Memorandum to all concerned is desired.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

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**DEPED TAGBILARAN CITY DIVISION**  
**SDS OFFICE**  
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 BY \_\_\_\_\_ DATE: 6/10/2025

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. 0520 s. 2025

received (SGOD): (SG)  
 6/10/25 @ 4:00 pm

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

1. In line with the communication from the **Department of Education - Education Management Information System Division (EMISD), Policy and Planning Service (PPS)**, dated **June 4, 2025**, the **PPS**, through the **EMISD**, reaffirms its commitment to ensuring the availability of accurate, relevant, and timely data in support of the Department's efficient operations. This includes the continuous maintenance of reliable and up-to-date information for all schools offering basic education nationwide.

2. In line with the **Matrix of Accountability** outlined in **DepEd Order No. 27, s. 2019**, titled "*Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes*", the **Regional Planning Officers (RPOs)** and **Division Planning Officers (DPOs)** are hereby instructed to facilitate the appropriate creation, reopening, or closure of schools, and the updating of the following information:

- **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, **school heads** of all **public and private elementary and secondary schools**, including **State and Local Universities and Colleges (SUCs/LUCs)** offering basic education programs, are directed to update their **School Profile Information** in the **Enhanced Basic Education Information System (EBEIS)** from **04 June 2025 to 30 June 2025**. The update must include, but is not limited to, the following details:

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



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
 Telephone Number: 639773295904 local 700




DepEd Tayo Region VII



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4. This school profile updating activity aims to enhance communication, ensure data reliability, and support effective planning and program implementation across all governance levels.
5. For further clarification, you may contact the **PPS-EMISD** at (02) 8638-2251 / 8637-6204 or via email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph) or [pprd.ro7@deped.gov.ph](mailto:pprd.ro7@deped.gov.ph).
6. Thank you for your support and cooperation.

  
**SALUSTIANO T. JIMENEZ EdD, JD, CESO III**  
Director IV  
Regional Director

STJ/FYA/PPRD/MLB/tpf



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639773295904 local 700

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