



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



November 3, 2017

REGIONAL MEMORANDUM  
NO.: 340.2017



DEPED-CAR Time: \_\_\_\_\_

**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: Updating 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](mailto:pprd.depedcar@gmail.com) or [janet.ambucay@deped.gov.ph](mailto: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**  
Officer In-Charge  
Office 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
- 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:**

- DEPED MANAGED  ALS
- SUC MANAGED  LOCAL GOVERNMENT MANAGED
- DOST MANAGED  SCHOOL ABROAD
- OTHER GOVERNMENT AGENCY MANAGED
- LUC (LOCAL UNIVERSITIES AND COLLEGES)

**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

BARANGAY:

CONTACT INFORMATION: TELEPHONE NO.:  FAX NO.:

MOBILE NO.:  WEB ADDRESS:  EMAIL ADDRESS:

REQUESTED BY:    
NAME AND SIGNATURE POSITION/DESIGNATION AND DATE

**NOTE:** Attach Regional Memorandum of the Approval of Establishment (FOR PUBLIC SCHOOLS)  
All appropriate fields must be filled in legibly.

APPLICATION FOR SCHOOL ID  
(Private)

SCHOOL NAME:

SHORT NAME (IF APPLICABLE):

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

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   
GRADE 1 - 6  GRADE 1 - 6   
GRADE 7 - 10  GRADE 7 - 10   
GRADE 11 - 12  GRADE 11 - 12

WITH BOOK OF ACCOUNTS OR HAS FISCAL AUTONOMY (AS IMPLEMENTING UNIT)? (FOR PUBLIC SECONDARY SCHOOLS ONLY)  
 YES  NO

REQUESTED BY:    
NAME AND SIGNATURE POSITION/DESIGNATION AND DATE